



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2009-2010
(i.e. 2003-2004)

NEXT REVIEW: 2014-2015
(i.e. 2008-2009)

STATUS: A
(A, I, D)

COURSE TITLE: Legal Writing and Drafting

COMMON COURSE NUMBER: PLA 2114

CREDIT HOURS: 3

CONTACT HOUR BREAKDOWN
(per 16 week term)

CLOCK HOURS:
(Voc. Course ONLY)

Lecture: **48** Lab:
Clinic: Other:

PREREQUISITE(S): ENC 1101, PLA 1003, and PLA 1104 or Program Manager's approval

COREQUISITE(S):

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

This course concentrates on developing skills in the grammar, language, and format of legal documents. Emphasis is placed on drafting interoffice memoranda. Other documents drafted include legal correspondence, briefs, persuasive documents, and contracts.

General Education Requirements – Associate of Arts Degree (AA), meets Area(s): Area
General Education Requirements – Associate in Science Degree (AS), meets Area(s): Area
General Education Requirements – Associate in Applied Science Degree (AAS), meets Area(s): Area

UNIT TITLES

1. Legal Terminology and Usage
2. Legal Style
3. Legal Correspondence
4. Contracts
5. Persuasive Documents
6. Case Briefs
7. Interoffice Memoranda
8. Ethics Pertaining to Written Legal Communications

EVALUATION:

Please provide a brief description *(250 characters maximum)* that details how students will be evaluated on the course outcomes.

Student evaluation may include, but is not limited to exams, quizzes, presentations, portfolios, discussions, class participation, attendance, projects, co-ops, practicum, internships, externships, and research projects.

Common Course Number: PLA 2114

UNITS

Unit 1

General Outcome:

- 1.0 The student shall be able to define some of the more important basic legal terms.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Define many of the most common terms used in the practice of law.**
- 1.2 Distinguish between the common usage and the usage of certain legal terms.**

Common Course Number: PLA 2114

Unit 2

General Outcome:

- 2.0 The student shall be able improve basic writing skills by recognizing some of the more common writing problems.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Write more effectively by:**
- 2.1.1 Writing with active verbs**
 - 2.1.2 Utilizing concrete language**
 - 2.1.3 Utilizing connectors carefully**
 - 2.1.4 Placing words in their best order**
 - 2.1.5 Placing modifiers next to the words that they modify**
 - 2.1.6 Utilizing parallel structure**
 - 2.1.7 Utilizing proper punctuation**

 - 2.1.8 Utilizing proper subject and verb agreement**

Common Course Number: PLA 2114

Unit 3

General Outcome:

- 3.0 The student shall be able to recognize the various types of legal correspondence and draft legal correspondence based on given facts.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 3.1 Recognize the various types of legal correspondence.**
- 3.2 Draft legal correspondence based upon hypothetical facts as specified by the instructor.**

Common Course Number: PLA 2114

Unit 4

General Outcome:

- 4.0 The student shall be able to recognize the necessary components of a contract and draft a contract based upon hypothetical facts.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 4.1 Recognize the primary elements that must appear in all contracts, as well as those that are not necessarily required but may be included.**
- 4.2 Anticipate the kinds of problems that often arise between the parties to a contract and develop language that can be used in contracts to avoid such problems.**
- 4.3 Draft a contract based upon a hypothetical situation as specified by the instructor.**

Common Course Number: PLA 2114

Unit 5

General Outcome:

- 5.0 The student shall be able to describe the various types of persuasive documents used in advocacy and draft a persuasive document.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 5.1 Describe the various types of persuasive documents used in advocacy, including:**
- 5.1.1 Pleadings**
 - 5.1.2 Motions**
 - 5.1.3 Memoranda in Support of Motions**
 - 5.1.4 Trial and Appellate Briefs**
- 5.2 Draft a persuasive document based upon a hypothetical set of facts.**

Common Course Number: PLA 2114

Unit 6

General Outcome:

6.0 The student shall be able to brief cases.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 6.1 Identify the purpose of a brief.**
- 6.2 List the key components of a brief.**
- 6.3 Brief sample cases.**

Common Course Number: PLA 2114

Unit 7

General Outcome:

7.0 The student shall be able to draft an interoffice memorandum.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

7.1 Explain the purpose of an interoffice memorandum.

7.2 List and describe the various components of an interoffice memorandum.

7.3 Draft an interoffice memorandum.

Common Course Number: PLA 2114

Unit 8

General Outcome:

- 8.0 The student shall be able to identify the ethical principles pertaining to written legal communications.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 8.1 Discern and apply the ethical guidelines that pertain to written legal communications.**