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■ Hope Viner Samborn ■ Andrea B. Yelin

BASIC LEGAL WRITING FOR PARALEGALS

FOURTH EDITION



Wolters Kluwer
Law & Business

Basic Legal Writing For Paralegals Coursebook Series

**Aspen Law & Business, Hope Viner
Samborn, Andrea B. Yelin**



Basic Legal Writing For Paralegals Coursebook Series:

Basic Legal Writing for Paralegals Aspen Law & Business, Hope Viner Samborn, Andrea B. Yelin, 1995-12 Both brief and accessible this legal writing text carefully guides paralegal students through the entire writing process from the beginning stages to the final product. Along the way students will find authoritative coverage of such key topics as briefing cases, legal memoranda, witness statements, file summaries, deposition summaries, and persuasive writings such as complaints and answers. Some features of special interest include step by step guidance on drafting documents, a strong focus on the writing basics such as grammar, sentence structure, and clarity, solid pedagogical features such as chapter overviews, chapter summaries, key terms, and exercises, numerous examples of both good and bad writing, and an outstanding Instructor's Manual to accompany the text. *Basic Legal Writing for Paralegals* begins with the basics of the legal system, carefully walking students through the writing process. The book's focus then turns to writing basics and briefing cases, before dedicating several chapters to legal memoranda, where students are guided through the process of writing an accurate and effective memo. The authors then cover persuasive writings, concentrating on drafting such documents as complaints and answers. Finally, the book discusses specialized documents frequently drafted by paralegals, including witness statements, file summaries, deposition summaries, and deposition abstracts. With the help of this book, you'll teach your students how to convey the result of research in written documents, articulate legal concepts to convey information, and answer questions and craft persuasive arguments.

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