LEGAL ANALYSIS AND WRITING I  
ASSIGNMENT SCHEDULE  
SPRING TERM, 2021

REQUIRED MATERIALS:
3. Course Packet (purchased at the Bookstore)

ASSIGNMENT DUE DATES:
1. Email Assignment, due on Sunday, January 17, by 10 p.m.
2. IRAC Exercise, due on Sunday, January 31, by 10 p.m.
3. Discussion Section Assignment, first draft due on Friday, February 21, by 10 p.m.
4. Final draft of Discussion Section Assignment due one week after your conference with me, by 10 p.m.
5. Office Memorandum Assignment, first draft due on Friday, March 26, by 10 p.m.
6. Final draft of the Office Memorandum Assignment due one week after your conference with me, by 10 p.m.

CLASS TOPICS AND ASSIGNMENTS:

**WEEK ONE – JANUARY 11 and 13**

Lecture (Monday)
- Goals of the Course
  - Course Packet, pp. 1-11
- Principles of Good Legal Writing
  - Wydick, *Plain English*, pp. 3-6
- Gender-Neutral Language and the Singular They
  - Vermont Bar Journal Column on the Singular They (on TWEN)

Writing Lab with Teaching Assistants (Wednesday)
- Discuss the Email Assignment
  - Course Packet 12-17
- Omit Surplus Words
  - Wydick, *Plain English*, pp. 7-20
  - *Plain English* Exercises, Course Packet, pp. 18-19

*Email Assignment is due by Sunday, January 17, at 10 p.m. (email me with your answer).*
WEEK TWO – January 18 and 20

NO CLASS ON MONDAY, JANUARY 18 (MARTIN LUTHER KING DAY)

Writing Lab (Wednesday)
   First Citation Workshop (bring your Bluebook)

WEEK THREE – JANUARY 25 and 27

Lecture (Monday)
   Legal Organization and IRAC
      Course Packet, pp. 20-28
   IRAC Exercise
      Course Packet, pp. 29-34
   Document Design
      Course Packet, page 35
   Use Verbs to Express Action
      Wydick, Plain English, pp. 23-25
      Plain English Exercise, Course Packet, page 36

Writing Lab (Wednesday)
   Outlining the IRAC Exercise

IRAC Exercise due on Sunday, January 31, by 10 p.m. Two-page limit. Upload to the course TWEN site under Assignments and Quizzes.

WEEK FOUR – February 1 and 3

Lecture (Monday)
   Effective Paragraphing
      Course Packet, pp. 37-41
   Use the Active Voice
      Wydick, Plain English, pp. 27-31
      Course Packet, page 42

NO WRITING LAB THIS WEEK

WEEK FIVE – FEBRUARY 8 and 10

Lecture (Monday)
   Introduce the Discussion Section Assignment
      Course Packet, pp. 43-59; review pp. 154-58 (Sample Office Memo)
Use Short Sentences; Avoid Wide Gaps Between the Subject, the Verb, and the Object
Wydick, *Plain English*, pp. 33-37, 39-41
*Plain English* Exercise, Course Packet, page 60

Writing Lab (Wednesday)
Outlining the Discussion Section

**WEEK SIX – FEBRUARY 15 and 17**

Lecture (Monday)
Discuss Discussion Section Assignment
Signposting
Course Packet, pp. 61-72
Readability Test
Course Packet, pp. 73-74

Writing Lab (Wednesday)
Second Citation Workshop (bring your *Bluebook*)

**Discussion Section Assignment is due on Friday, February 19, by 10 p.m. Five-page limit. Upload to the course TWEN site assignment dropbox.**

**WEEK SEVEN – FEBRUARY 22 and 24**

No Lecture class or Writing Lab this week. I will hold individual conferences with each of you to discuss the first draft of your Discussion Section assignment.

**The final draft of the Discussion Section Assignment is due one week after your conference with me, by 10 p.m. in the course TWEN site assignment dropbox.**

**WEEK EIGHT – MARCH 1 and 3**

**NO LECTURE CLASS OR WRITING LAB THIS WEEK (SPRING BREAK)**

**WEEK NINE – MARCH 8 and 10**

Lecture (Monday)
Elements of an Office Memorandum
Course Packet, pp. 75-78
Standing, *An Introduction*
Course Packet, pp. 91-96
Arrange Your Words Carefully
Wydick, *Plain English*, pp. 46(at bottom of page)-52
*Plain English* Exercise, Course Packet, page 97

Writing Lab (Wednesday)
Third Citation Workshop (bring your *Bluebook*)

WEEK TEN – MARCH 15 and 17

Lecture (Monday)
Introduce the Office Memorandum Assignment
Course Packet, pp. 98-129.
Choose Your Words Carefully
Wydick, *Plain English*, pp. 55-68.

Writing Lab (Wednesday)
Outlining the Discussion Section of the Office Memorandum

WEEK ELEVEN – MARCH 22 and 24

Lecture (Monday)
Discuss Questions Presented and Brief Answers
Course Packet, pp. 78-84.
Statement of Facts
Course Packet, pp. 84-88
Quotation Marks

Writing Lab (Wednesday)
Workshop on the Question Presented and Brief Answer for the Office Memorandum Assignment. Bring a draft of your QP and BA to class.

Office Memorandum Assignment due on Friday, March 26, by 10 p.m. Upload to the course TWEN site assignment dropbox.

WEEK TWELVE – MARCH 29 and 31

Lecture (Monday)
Punctuation
Course Packet, pp. 130-31

NO WRITING LAB ON WEDNESDAY
The final draft of the Office Memorandum Assignment is due one week after your conference with me, by 10 p.m. in the course TWEN site assignment dropbox.

WEEK THIRTEEN – APRIL 5 and 7

Lecture (Monday)
   Course Evaluations
   Advanced Legal Writing--Metaphor
   Course Packet, pp. 132-53

NO WRITING LAB ON WEDNESDAY

WEEK FOURTEEN – APRIL 12 and 14

NO CLASS OR WRITING LAB THIS WEEK

WEEK FIFTEEN – APRIL 19 and 21

NO LECTURE OR WRITING LAB THIS WEEK