

Basic Legal Writing for Paralegals, Fourth Edition (Aspen College)

Hope Viner Samborn, Andrea Banchik Yelin

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This popular coursebook is tailored specifically to the needs of paralegal students and focuses exclusively on effective legal writing. Using established pedagogy replete with practical examples, exercises, and tips, **Basic Writing for Paralegals** guides the paralegal student through every stage of legal writing and provides strategies for producing clear, compelling writing.

The **Fourth Edition** introduces major revisions to the treatment of case briefing and legal analysis, now presented in two separate chapters to facilitate student understanding of each topic. The new Case Briefing chapter begins with a simpler, more accessible opinion and step-by-step guidance on how to brief it. New material on email and social media, updated website references, and a revised Citation Appendix, including updates for the newest editions of the Bluebook and ALWD Manual, keep this edition fresh and up-to-date.

Features:

- Comprehensive, accessible format specifically designed for paralegal students.
- Overview of the legal system provides clear context for the different types of writing covered in the text.
- Exclusive focus on writing.
- Step-by-step instruction on the legal writing process leads students through each stage of legal writing from prewriting strategies to revising, including:
  - The IRAC method.
  - How to synthesize cases and authorities.
  - Legal memoranda.
  - Persuasive writing techniques.
  - In-house and objective client documents.
  - Letter writing.
- Practical approach focuses on the paralegal's actual role in the law office.
- Excellent pedagogy includes examples, exhibits, expert writing tips, exercises, practice tips, ethics alerts, and Web resources.
- Detailed subheadings provide quick access to topics.
- Helpful appendices include coverage of citation and sample legal memoranda.

New to the **Fourth Edition:**

- Chapter on Case Briefing and Analysis now divided into two chapters, to make

the material more understandable and accessible.

- Revised Case Briefing Chapter starts with a simpler opinion and walks the student through briefing it.
- Updated Letter-writing Chapter with new information on email and social media.
- Websites updated throughout.
- New Net notes and Practice Pointers keep this edition current and fresh.
- Updated Citation Appendix for the newest editions of the Bluebook, ALWD Manual and Internet resources.

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