

Bryan A. Garner

LEGAL  
WRITING

PLAIN  
ENGLISH

*A Text with Exercises*

THIRD EDITION

# Legal Writing In Plain English A Text With

**Le Cheng, King Kui Sin, Wagner Anne**



## **Legal Writing In Plain English A Text With:**

*Legal Writing in Plain English* Bryan A. Garner, 2001 Offers those in the law profession including lawyers judges paralegals and law students advice and tools to help them improve their writing skills *Legal Writing in Plain English* Bryan A. Garner, 2001-06-24 Admirably clear concise down to earth and powerful unfortunately these adjectives rarely describe legal writing whether in the form of briefs opinions contracts or statutes In *Legal Writing in Plain English* Bryan A. Garner provides lawyers judges paralegals law students and legal scholars sound advice and practical tools for improving their written work The book encourages legal writers to challenge conventions and offers valuable insights into the writing process how to organize ideas create and refine prose and improve editing skills In essence it teaches straight thinking a skill inseparable from good writing Replete with common sense and wit the book draws on real life writing samples that Garner has gathered through more than a decade of teaching in the field Trenchant advice covers all types of legal materials from analytical and persuasive writing to legal drafting Meanwhile Garner explores important aspects of document design Basic intermediate and advanced exercises in each section reinforce the book's principles An answer key to basic exercises is included in the book answers to intermediate and advanced exercises are provided in a separate Instructor's Manual free of charge to instructors Appendixes include a comprehensive punctuation guide with advice and examples and four model documents Today more than ever before legal professionals cannot afford to ignore the trend toward clear language shorn of jargon Clients demand it and courts reward it Despite the age old tradition of poor writing in law *Legal Writing in Plain English* shows how legal writers can unshackle themselves *Legal Writing in Plain English* includes Tips on generating thoughts organizing them and creating outlines Sound advice on expressing your ideas clearly and powerfully Dozens of real life writing examples to illustrate writing problems and solutions Exercises to reinforce principles of good writing also available on the Internet Helpful guidance on page layout A punctuation guide that shows the correct uses of every punctuation mark Model legal documents that demonstrate the power of plain English *Legal Writing in Plain English, Third Edition* Bryan A. Garner, 2023-09-06 The leading guide to clear writing StartFragment and clear thinking StartFragment in the legal profession for more than two decades now newly updated Admirably clear concise down to earth and powerful all too often legal writing embodies none of these qualities Its reputation for obscurity and needless legalese is widespread Since 2001 Bryan A. Garner's *Legal Writing in Plain English* has helped address this problem by providing lawyers judges paralegals law students and legal scholars with sound advice and practical tools for improving their written work Now the leading guide to clear writing in the field this indispensable volume encourages legal writers to challenge conventions and offers valuable insights into the writing process how to organize ideas create and refine prose and improve editing skills Accessible and witty *Legal Writing in Plain English* draws on real life writing samples that Garner has gathered through decades of teaching experience Trenchant advice covers all types of legal materials from analytical and persuasive

writing to legal drafting and the book's principles are reinforced by sets of basic intermediate and advanced exercises in each section. For this third edition, Garner has retained the structure of the previous versions with updates and new material throughout. There are new sections on making your writing vivid and concrete and on using graphics to enhance your argument. The coverage and examples of key topics such as achieving parallelism, avoiding legalese, writing effective openers and summaries, and weaving quotations into your text have also been expanded. And the sample legal documents and exercises have been updated while newly added checklists provide quick summaries of each section. Altogether, this new edition will be the most useful yet for legal professionals and students seeking to improve their prose.

**Legal Writing in Plain English** Bryan A. Garner, 2013-08-26. This easy-to-follow guide is useful both as a general course of instruction and as a targeted aid in solving particular legal writing problems. Harvard Law Review. Clear, concise, down-to-earth, and powerful. All too often, legal writing embodies none of these qualities. Its reputation for obscurity and needless legalese is widespread. For more than twenty years, Bryan A. Garner's *Legal Writing in Plain English* has helped address this problem by providing lawyers, judges, paralegals, law students, and legal scholars with sound advice and practical tools for improving their written work. The leading guide to clear writing in the field, this indispensable volume encourages legal writers to challenge conventions and offers valuable insights into the writing process that will appeal to other professionals. How to organize ideas, create and refine prose, and improve editing skills. Accessible and witty. *Legal Writing in Plain English* draws on real-life writing samples that Garner has gathered through decades of teaching. Trenchant advice covers all types of legal materials, from analytical and persuasive writing to legal drafting, and the book's principles are reinforced by sets of basic intermediate and advanced exercises in each section. In this new edition, Garner preserves the successful structure of the original while adjusting the content to make it even more classroom-friendly. He includes case examples from the past decade and addresses the widespread use of legal documents in electronic formats. His book remains the standard guide for producing the jargon-free language that clients demand and courts reward. Those who are willing to approach the book systematically and to complete the exercises will see dramatic improvements in their writing. Law Library Journal.

**Drafting Legal Documents in Plain English** Barbara J. Steadman, 2013. Uncommon Law of Learned Writing 2.0 Chinua Asuzu, 2023-09-10. As lawyers, we must not in hot pursuit of common law outrun common sense. The dread of that eventuality prompted this book. *Uncommon Law of Learned Writing 2.0* promotes common sense in legal language: plain language, which is commonsensical, broadens access to legal documents, thus democratizing the law. If democracy is government of the people, by the people, and for the people, law is the language in which government interacts with the people; it's the language of democracy. The people whose government speaks through law must understand what is said. No democratic society should brook legalese, a dense, verbose dialect known only to lawyers. What then should society do to redress the lawyer-induced obscurity? A Shakespearean character had an alarming proposal: "The first thing we do, let's kill all the lawyers." Apparently, that

proposal was not enthusiastically endorsed which explains why we're still here. A milder remedy enrolling lawyers in language classes has been mooted which explains why this book is in your hands. Uncommon Law of Learned Writing 2.0 motivates lawyers to prefer plain language to the legalese and verbosity that have besmirched legal writing for centuries. This book is as sweeping and authoritative a treatment of its subject as you can find anywhere. **Brief-Writing Masterclass** Chinua Asuzu, 2017-05-31. An advocate submits a brief to a court or tribunal to persuade it to decide the cause or matter in favor of the advocate's client or position. The key word is persuade. Too often advocates forget this and write to please themselves. They write to themselves instead of to the court. They write in chest-thumping prose and style. Advocates will do well to keep in mind that in advocacy persuasion is all that matters. This book teaches persuasive written advocacy. It shows advocates of all ranks in all jurisdictions in all proceedings before all courts or tribunals how to prepare and present winning and winsome arguments. Because of its emphasis on winning, the book's pedagogy blends law, linguistics, logic, psychology, rhetoric, and semantics. *Judicial Writing* Chinua Asuzu, 2016-05-04. To validate their institutional continuance as a branch of government, judges must make sound decisions. They must also articulate and express those decisions efficiently and comprehensibly. This book shows how. This book will help judges, arbitrators, and other decision writers master the art and science of judicial writing. A most welcome guide. *Judicial Writing: A Benchmark for the Bench* sets a high yet attainable standard of excellence for writing judicial decisions. It will no doubt become the reference point for judging judges and their judgments. Chinua Asuzu is that uncommon lawyer who wrote *The Uncommon Law of Learned Writing*. His other works include *Anatomy of a Brief* and *Fair Hearing in Nigeria*. A versatile arbitrator, Asuzu served as an administrative law judge at the Tax Appeal Tribunal in Nigeria from 2010 to 2016. He is now the Senior Partner of Assizes Lawfirm, a team of tax lawyers. **The Ashgate Handbook of Legal Translation** Le Cheng, King Kui Sin, Wagner Anne, 2016-04-01. This volume investigates advances in the field of legal translation both from a theoretical and practical perspective with professional and academic insights from leading experts in the field. Part I of the collection focuses on the exploration of legal translatability from a theoretical angle. Covering fundamental issues such as equivalence in legal translation, approaches to legal translation, and the interaction between judicial interpretation and legal translation, the authors offer contributions from philosophical, rhetorical, terminological, and lexicographical perspectives. Part II focuses on the analysis of legal translation from a practical perspective among different jurisdictions such as China, the EU, and Japan, offering multiple and pluralistic viewpoints. This book presents a collection of studies in legal translation which not only provide the latest international research findings among academics and practitioners but also furnish us with a new approach to and new insights into the phenomena and nature of legal translation and legal transfer. The collection provides an invaluable reference for researchers, practitioners, academics, and students specializing in law and legal translation, philosophy, sociology, linguistics, and semiotics.

**Searching the Law, 3d Edition** Frank Bae, Edward Bander, Francis Doyle, Joel Fishman, Paul Richert, 2021-12-13

**Disserted** Dunia Zongwe, 2023-09-30 *Disserted* is a groundbreaking comprehensive book that guides LL B students on how to craft a first class dissertation. It tackles head on the triple crisis faced by law students in developing nations: a crisis of doubting, thinking and writing. This crisis manifests itself in the form of poorly written dissertations. This is the first book to show how to practically assemble a dissertation from the perspective of decoloniality. This makes *Disserted* uniquely suited to students from the Global South considering that decoloniality empowers them to overcome the triple crisis. Indeed its originality in presenting practical advice and decolonial theory sets this book apart from the handful of guides on LL B dissertations. Existing resources and manuals are filled with generalities and lack in practicality. Written in student friendly prose its 23 chapters cover a wide range of topics including research proposals, topic selection, purpose and problem statements, literature reviews, digital tools and models powered by artificial intelligence, AI, the basics of legal prompt engineering, plagiarism, grammar and research methods. Each chapter offers secrets and deep insights drawing from the author's extensive experience in supervising LL B dissertations and research papers notably in Southern Africa and India. Though primarily targeting LL B students, *Disserted* also serves as an essential companion and indispensable resource for supervisors, law professors, jurists and anyone interested in unraveling the complexities of writing dissertations. Overall *Disserted* underscores the importance of structured dissertation writing coupled with a decolonized research approach that subverts dominant perspectives, exposes the role of AI and technology in entrenching the coloniality of knowledge and fosters a broader understanding of law.

**Radical Reporting** Sara I. James, 2025-01-31 If I were giving out an award for book of the year for internal audit professionals I would certainly award it to her outstanding manuscript *Radical Reporting: Writing Better Audit Risk Compliance and Information Security Reports*. Richard Chambers, Former President and CEO The Institute of Internal Auditors. Most people dread writing reports, they also dread reading reports. What they don't realize is that the techniques that make writing more readable make it more powerful. This is especially relevant for professionals in areas such as audit risk compliance and information security. This small volume provides the tools and techniques needed to improve reports. It does so through addressing crucial concepts all too often overlooked in the familiar rush to perform tasks, complete projects and meet deadlines. These concepts: the role of culture in communication, the link between logic and language, the importance of organizing thoughts before writing and how to achieve clarity may seem academic or theoretical. They're not. Unless writers understand their own thoughts, actions and objectives they cannot hope to communicate them at all, let alone clearly. This second edition develops these points with additional material on critical thinking as well as the use of AI in reporting.

**The Path to Partnership** Steven C. Bennett, 2004-03-30 Drawn from the author's many years in training and developing junior associates, this book provides insight into some of the most common problems that can affect the career development of new lawyers and offers practical advice for navigating the crucial first years. Bennett offers practical guidance on topics from determining whether firm life is the right fit to preparing for partnership. Tips and strategies for

honing communication and presentation skills managing your time and networking effectively will help make the culture work for you and ensure a path to success Freshly minted J D s may be well prepared for the technical and procedural aspects of practicing law but the real world of law firm culture is bound to offer some surprises Drawn from the author s many years in training and developing junior associates this book provides insight into some of the most common problems that can affect the career development of new lawyers and offers practical advice for navigating the crucial first years Bennett offers practical guidance on topics from determining whether firm life is the right fit to preparing for partnership Tips and strategies for honing communication and presentation skills managing your time and networking effectively will help make the culture work for you and ensure a path to success Bennett picks up where the formal education process leaves off Presenting a wide variety of scenarios and situations he shows how to read the unspoken signals that reflect relationships of power and influence and how to tap into them He also advocates a solid grounding in the basics covering such practical skills as writing memoranda managing meetings handling delegation of work and receiving constructive criticism while developing a reputation for being dependable organized clear thinking and enthusiastic The result is a lively and eminently useful guide that will help you avoid job killing moves set and achieve realistic goals and build a fulfilling legal career

**Modern Legal Drafting** Peter Butt, Richard Castle, 2006-10-23 In the second edition of this highly regarded text the authors show how and why traditional legal language has developed the peculiar characteristics that make legal documents inaccessible to the end users Incorporating recent research and case law the book provides a critical examination of case law and the rules of interpretation Detailed case studies illustrate how obtuse or outdated words phrases and concepts can be rewritten reworked or removed altogether Particularly useful is the step by step guide to drafting in the modern style using examples from four types of common legal documents leases company constitutions wills and conveyances Readers will gain an appreciation of the historical influences on drafting practice and the use of legal terminology They will learn about the current moves to reform legal language and receive clear instruction on how to make their writing clearer and their legal documents more useful

*Legal Writing and Analysis* Michael D. Murray, Christy Hallam DeSanctis, 2009 The Murray and DeSanctis titles are designed for the current generation of law students whose familiarity and comfort with on line and computer based learning create a demand for teaching resources that take advantage of that familiarity and comfort level *Legal Writing and Analysis* provides a process based text covering all aspects of first year legal analysis and objective legal writing topics It employs the TREAT paradigm and the doctrine of explanatory synthesis designed with reference to rhetorical theory to maximize the effectiveness of audience directed legal writing Paired with the book is an electronic computer based version of the text that adds links to on line databases and internet based resources and supplements the text with pop up definitions from Black s Law Dictionary The electronic version of the text is searchable and highly portable with internal and external navigation links making them more valuable for use in class and out The interactive text employs a

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