

**MODULE 1
LEGAL CORRESPONDENCE**

- Class 1**
1. Business Letter Format
 2. Introduction
 - 2.1. Titles
 - 2.2. Salutations and Complimentary Phrases
 3. Formality
 4. Reason for Writing
 5. Reference to Previous Contact
 6. Reference to Future Contact
- Class 2**
1. Types of Letters
 2. Request Letter
 - 2.1. Direct requests
 - 2.2. Indirect requests
 - 2.2.1. Regular If-conditionals
 - 2.2.2. Conditionals without 'if'
- Class 3**
1. Meeting Arrangement
 - 1.1. Offline Meeting Request Letter
 - 1.2. Online Meeting Request Letter
 2. Meeting Confirmation Letter
 3. Meeting Cancellation Letter
- Class 4**
1. Apology Letter
 2. Appreciation Letter
- Class 5**
1. Legal Services Proposal
 - 1.1. Company Introduction
 - 1.1.1. Areas of Specialization
 - 1.2. Clients' Needs
 - 1.2. Solutions to Meet Clients' Needs
 - 1.4. Trustworthiness to Meet Clients' Needs

- Class 6**
1. Client-Care Letter
 - 1.1. Management of Matter
 - 1.2. Billing for Services
 - 1.3. Regulatory and Other Matters
 - 1.4. Client Care Check List

- Class 7**
1. Case Update Letter
 2. Payment Reminder Letter
 3. Letter Before Action

MODULE 2
GENERAL PRINCIPLES OF LEGAL WRITING

- Class 8**
1. Current Tendencies in Legal Writing
 - 1.1. Drafting for an Ordinary Reader
 - 1.2. Organizing in Descending Order
 - 1.3. Breaking down into parallel provisions
 2. Process of Composing
 - 2.1. Linear vs. Nonlinear Outlining
- Class 9**
1. Framing Thoughts
 - 1.1. Conveying straightforward points
 - 1.2. Combat verbosity
 - 1.3. Omit surplus words
 - 1.4. Avoid coupled/tripled synonyms
 - 1.5. Keep average sentence length up to 20 words
- Class 10**
4. Phrasing sentences
 - 4.1. Prefer verbs rather than nominalizations
 - 4.2. Use strong verbs rather than be-verbs
 - 4.3. Keep the subject, verb and object together
 - 4.4. Prefer Active Voice over Passive

- Class 11**
- 4.5. Use Parallel Phrasing for Parallel Ideas
 - 4.6. Avoid Multiple Negatives
 - 4.7. Use Gender Inclusive Language
 - 4.8. Draft in the Singular
 - 4.9. Avoid Noun Chains
 - 4.10. Use One Term for One Concept

MODULE 3
LEGAL REASONING AND DRAFTING

- Class 12**
- 1. Legal Memoranda vs. Legal Opinions vs Legal Briefs
 - 2. Organizing and Structuring of Information
- Class 13**
- 3. Question Presentation
 - 4. Summary of Argument (Short/Brief) Answer
 - 5. Statement of Facts
 - 5.1. Verb Followed by Infinitive/Gerund
- Class 14**
- 1. Discussion (Legal Analysis)
 - 1.1. CREAC Organizational Structure of Legal Analysis
 - 1.1.1. Transitional Words and Phrases
- Class 15**
- 1.2. Introductory Conclusion
 - 1.3. Rule Synthesis
 - 1.3.1. Introduction to Citation
 - 1.3.2. Instruments of Legal Rule
 - 1.3.3. Reference to Legal Rule
 - 1.3.4. Acronyms & Abbreviations
- Class 16**
- 1.4. Explanation
 - 1.5. Application
 - 1.5.1. Fact-Matching
 - 1.5.2. Counteranalysis
- Class 17**
- 1.6. Final Conclusion
 - 1.6.1. Subjunctive Mood

- Class 18**
1. Modal Verbs in Legal Writing
 - 1.1. Modal Verbs in Descriptive Context
 - 1.1.1. Modals of Obligation, Ability and Permission
 - 1.1.2. Modals of Certainty
 - 1.2. Modal Verbs in Legally Binding Context
- Class 19**
1. Means of persuasion
 - 1.1. Persuasive Writing Techniques
 - 1.1.1. Developing Theory of a Case
 - 1.1.2. Prioritizing Strong Points
 - 1.1.3. Downplaying Unfavorable Facts
 - 1.1.4. Using Proper Tone and Style
- Class 20**
1. Punctuation
 - 1.1. Comma
 - 1.1.1. Defining vs. Non-Defining Relative Clauses
 - 1.2. Semicolon
 - 1.3. Dash and Colon