

# Course Abstract

**Course ID and Name:** PLS 113, Legal Writing

**Department:** Business and Computer Science

Chairperson or Course Coordinator: Dr. Aslihan Cakmak

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**Prerequisites:** PLS-100, PLS-101

**Co-requisites:** PLS-100, PLS-101

## **Course Description:**

A writing course focusing on the tasks commonly encountered by paralegals. Topics covered include legal correspondence, opinion letters, various forms of briefs and memoranda. Emphasis will be placed on clarity and precision in the use of language.

**Credits:** 2

*If you need accommodations due to a disability, contact Disability Services in Edison Hall Room 100, 732.906.2546.*

*To foster a productive learning environment, the College requires that all students adhere to the Code of Student Conduct which is published in the college catalog and website.*

## **Learning Outcomes:**

**Upon successful completion of the course, students will be able to:**

1. Identify and create different types of legal writing, in proper format, such as case briefs and legal correspondence.
2. Describe and correct errors in writing such as parallel structure and subjective/verb agreement.
3. Prepare an interoffice memorandum of law.

## **Course Content Areas:**

- Clarity in Legal Writing
- Legal Correspondence
- Briefs
- Transaction Documents