



## Legal Writing in Plain English



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# Legal Writing in Plain English

*Bryan A. Garner*

## **Legal Writing in Plain English** Bryan A. Garner

This text provides lawyers, judges, paralegals, law students and legal scholars advice and practical tools for improving their written work. It offers insight into the writing process: how to organize ideas, create and refine prose, and improve editing skills. The book draws on real life examples and covers all types of legal materials, from analytical and persuasive writing to legal drafting. The author also explores aspects of document design, and provides exercises in each section to reinforce the book's principles.

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227 pages

Présentation de l'éditeur

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.

Biographie de l'auteur

**Bryan A. Garner** is the preident of LawProse, Inc., a leading provider of continuing legal education in writing. He is also an adjunct professor of law at Southern Methodist University. His books include *A Dictionary of Modern Legal Usage*, *Securities Disclosure in Plain English*, and *The Winning Brief*. He is also editor in chief of *Black's Law Dictionary*.

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