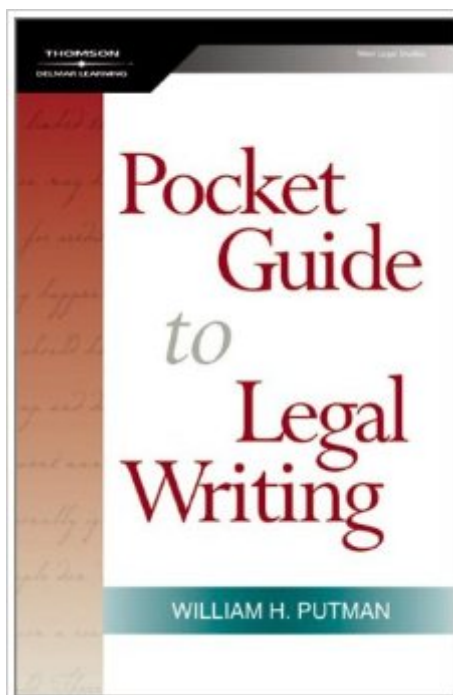


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The Pocket Guide To Legal Writing



Synopsis

The Pocket Guide to Legal Writing is designed as a desk book for use by practicing paralegals, legal assistants, attorneys, and students. It is a reference book that allows the user to quickly obtain the answer to many commonly encountered writing questions concerning the following subjects: sentence and paragraph drafting, word selection and usage, spelling, numbers, grammar, punctuation, legal citation, legal correspondence, legal research memoranda, and court briefs. It also includes a chapter on the location of various non fee-based internet and other computer based legal research sources. There is a chapter that presents a collection of general considerations involved in legal writing, including a detailed discussion of the legal writing process (an organized approach to legal research, analysis, and writing that helps you develop writing skills and makes legal writing easier) and guidelines to follow when engaging in the process. The book is color coded so information may be easily located and designed to lie flat on a desk next to a computer. It is written in a non technical manner and designed so that it is easy to understand and use by anyone working in a law office. It includes checklist for use in conjunction with the various types of legal writing.

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This spiral-bound paperback is compact and lightweight, organized more encyclopedically, with details on grammar, legal word choice and formatting of sentences, arguments and materials. Probably best for the legal secretary and paralegal, but attorneys will find things here that they ... don't do. It's very cut-and-dry, which is hard to love, but could be extremely useful. Putman points at

resources for legal case information in the U.S., dry listings - still, the most I have seen outside of law school research and writing class. It is published by West Legal Studies and Thomson-Delmar Learning. Especially good if you must use correct citation forms for articles and court documents, but aren't using the 'Blue Book.' Also useful if you want to study correct grammar and word choice points but don't want to read a dissertation at the same time. It also has short sections discussing how best to structure a persuasive court brief, a legal memorandum of law, and other legal document types, which I found very good. Why do I like this book? For example, for rules on nasty buggaboos, such as where to place periods and commas when using quotation marks? You will find a useful, color-emphasized rule with examples. Now, if the Europeans would just read that rule and follow it!

I regret purchasing this book! Any person who has experience in writing and/or grammar will be gravely disappointed with the contents of this almost English 101-level text. It may be useful to ESL professionals.

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