



ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Drafting				
Module Code	UJXU69-10-M	Level	M	Version	1.1
UWE Credit Rating	10	ECTS Credit Rating	7.5	WBL module?	No
Owning Faculty	Business and Law	Field	Law Non-Modular		
Department	Law: BILP	Module Type	Professional Practice		
Contributes towards	Bar Professional Training Course				
Pre-requisites	None	Co- requisites	None		
Excluded Combinations	None	Module Entry requirements	N/A		
First CAP Approval Date	QSC 28 April 2010	Valid from	September 2010		
Revision CAP Approval Date	1 June 2016	Revised with effect from	September 2016		

Part 2: Learning and Teaching	
Learning Outcomes	<p>On successful completion of this module students will be able to:</p> <ol style="list-style-type: none"> 1. demonstrate a sound understanding of the nature, function and value of pleadings 2. draft a full range of pleadings and other documents from simple to complex in civil and criminal proceedings using precedent appropriately (for example Particulars of Claim in a Claim Form; Any Statement of Case; Order; Witness Statement; Indictment; Grounds of Appeal and Advice on Appeal in a criminal case. Part 8 Claim Form; compromise agreement) 3. draft documents that are written in clear grammatical English, correctly spelt and appropriately punctuated, and in a style that is fluent and concise, and appropriate to the document 4. draft documents that are well structured, with proper headings and laid out, neat on the page, and containing all necessary formalities 5. produce work that is accurate and contains correct figures and sums 6. produce drafts that are precise and unambiguous, in terms that are appropriate, in compliance with the requirements of practice, sound in law, settled in the appropriate

	<p>court and drafted to achieve the objectives agreed with the client</p> <p>7. analyse and set out the material facts and tell a clear story, identifying the material issues and omitting all immaterial matters</p> <p>8. accurately state the client's case, and identify the relief sought.</p>
Syllabus Outline	<p>1 General drafting</p> <ul style="list-style-type: none"> - claim form with Particulars of Claim; - statement of Case; - order; - witness statement; - indictment; - grounds of appeal and advice on appeal in a criminal case. - Part 8 Claim Form; - settlement/compromise agreement. <p>2 Style and terminology</p> <ul style="list-style-type: none"> - stating the client's case, and identify the relief sought. - application of material facts, clarity and identifying material issues (omitting all immaterial matters); - requirements of practice, relevant law, and court procedures; - relation structurally to other documents and consistency with accompanying advice; - use of precedents; - drafting, terminology - accurate and correct use of figures and sums - grammatical English, correctly spelt and appropriately punctuated; - language and style appropriate to the document - headings and lay out, formalities and structure <p>3 Remedies (general)</p> <ul style="list-style-type: none"> - whether a range of remedies should be pursued; and - applicable time limits. <p>4. Contract</p> <ul style="list-style-type: none"> - pleading and responding to the correct heads of damages for breach of contract, including limitations on compensatory damages; - pleading quantum in accordance with the correct legal principles and consistently with the evidence; - the availability of equitable remedies, including specific performance, injunctions, rescission and rectification; - remedies for misrepresentation; - pleading claims for interest pursuant to contract or statute (Judgments Act 1838; Late Payment of Commercial Debts (Interest) Act 1998). <p>5 Tort</p> <ul style="list-style-type: none"> - pleading and responding to the correct heads of damages, the calculation of quantum, the reduction of damages, aggravated and exemplary damages and the availability of injunctions; and - quantifying damages in cases of personal injury; - pleading interest on damages in claims for personal injury.
Contact Hours	There are 1 x 1.5 hour SGS, 1 x 2 hour SGS, 6 x 2.5 hour SGSs and 1 x 45 minute

	<p>(for the student) individual feedback sessions, comprising 30 minute group discussion and a 15 minute individual appointment with the tutor.</p> <p>In addition to the face to face contact hours noted above, students will have a number of hours doing self-study and taking advantage of the numerous online resources to assist them in this</p>
Teaching and Learning Methods	<p>Although some of the Opinion Writing large group sessions will be of relevance, most of the teaching takes place via small group sessions. Students will be given a number of practice exercises on Drafting in order to practise these skills. Following each practice exercise students will usually receive either individual feedback from their tutor or peer feedback.</p>
Reading Strategy	<p>Students will be required to use the Manuals mentioned below (as appropriate) in preparation for and during all small group sessions. They will also be expected to source practitioner texts such as those outlined below and undertake research using practitioner texts/encyclopaedias on substantive law areas such as Chitty on Contract, Clerk and Lindsell on Torts and Halsbury's Laws. They will also be expected to access primary source materials using skills acquired during the sessions on Legal Research Methods.</p>
Indicative Reading List	<p>City Law School Manuals for 'Drafting' and 'Remedies'. A balanced selection of textbooks on drafting, to include</p> <p>Encyclopaedias and loose-leaf works</p> <p>A balanced selection which will include: <i>Butterworths Civil Court Precedents</i> Encyclopaedia of Forms & Precedents (LexisNexis Butterworths) <i>The Litigation Practice</i> (Sweet & Maxwell) <i>Practical Civil Courts Precedents</i> (Sweet & Maxwell)</p> <p>Books</p> <p>A balanced selection which will include: <i>Atkins Court Forms</i> <i>Blackstone's Civil Practice</i> (OUP) Bullen, E., Leake, S.M, Jacob, Sir J.I.H, <i>Bullen, Leake and Jacob's Precedents of Pleadings.</i> (Sweet & Maxwell) <i>Civil Procedure</i> (Sweet & Maxwell) <i>Pleadings Without Tears</i>, W Rose (OUP)</p>

Part 3: Assessment

Assessment Strategy	<p>The Drafting Assessment will consist of a 3 hour formal unseen invigilated examination (where 'open book' materials may be used as specified in advance). A mock/formative assessment will also be held and full feedback will be given in relation to this practice assessment.</p>
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% weighting between components A and B	A:	B:
	100%	
First Sit		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. 3 hour formal unseen invigilated examination	100%	
Component B Description of each element	Element weighting (as % of component)	
n/a		
Resit (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1. 3 hour formal unseen invigilated examination	100%	
Component B Description of each element	Element weighting (as % of component)	
n/a		
<p>If a student is permitted a retake of the module under the University Regulations and Procedures, the assessment will be that indicated by the Module Description at the time that retake commences.</p>		