



ACADEMIC SERVICES

MODULE SPECIFICATION

Part 1: Basic Data					
Module Title	Legal Writing Skills				
Module Code	UJTX5-0-M	Level	M	Version	3
UWE Credit Rating	0	ECTS Credit Rating	0	WBL module?	No
Owning Faculty	Business and Law	Field	Law Non-Modular		
Department	Law: BILP	Module Type	Professional Practice		
Contributes towards	Post Graduate Diploma in Legal Practice Masters in Advanced Legal Practice				
Pre-requisites	None		Co- requisites	None	
Excluded Combinations	None		Module Entry requirements	N/A	
First CAP Approval Date	2008		Valid from	2008	
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> <ul style="list-style-type: none"> - Understand how to choose an appropriate method of written communication and how to choose the appropriate medium, format and style of written communication. - Understand and be able to apply the principles of good writing. - Be able to tailor the written communication to suit the purpose of the communication and the needs of different clients or recipients. - Be able to produce appropriate written communication using accurate, straightforward modern language with correct spelling, grammar, syntax and punctuation to produce a written communication that has a clear, logical, consistent and appropriate structure and format. - Understand the importance of checking and editing the written communication. - Be able to produce a piece of written work that forms a coherent whole and, where appropriate, advances the matter that accurately and correctly address all relevant

	<p>legal and factual issues and, where appropriate, identifies practical options including the costs, benefits and risks of those options.</p> <ul style="list-style-type: none"> - Be able to clearly identify the clients' objectives and priorities, address their concerns and carry out their instructions.
Syllabus Outline	<p>Syllabus Outline</p> <p>Appropriate methods of written communication and understanding how to choose the appropriate medium, format and style of written communication;</p> <p>Understanding and being able to apply the principles of good writing;</p> <p>Understanding how to tailor the written communication to suit the purpose of the communication and the needs of different clients or recipients,</p> <p>Practice in producing appropriate written communication using accurate, straightforward modern language with correct spelling, grammar, syntax and punctuation to produce a written communication that has a clear, logical, consistent and appropriate structure and format.</p> <p>Understanding the importance of checking and editing written communication</p> <p>Practice in producing written work that forms a coherent whole and, where appropriate, advances the matter; accurately and correctly address all relevant legal and factual issues and, where appropriate, identifies practical options including the costs, benefits and risks of those options;</p> <p>Understanding how to clearly identify the clients' objectives and priorities, addressing their concerns and carrying out their instructions.</p> <hr/> <p>Statement of Outcomes</p> <p>The LPC outcomes will be met by the students undertaking the type and range of tasks identified in the indicative teaching scheme set out below this statement.</p> <p>The elements of law and practice to be covered on the elective are primarily identified in the syllabus set out above as expanded upon in this statement and in the indicative teaching scheme set out below.</p> <p>The course skill, which will pervade this skill, as identified in the indicative teaching scheme set out below is writing.</p> <p>Ethical and professional conduct issues will pervade the teaching of this skill which will support the knowledge and understanding specifically required in Stage 1 of the LPC in Property Law & Practice as identified in the indicative teaching scheme.</p> <hr/> <p>Indicative Teaching Scheme</p> <p>Study Unit 1: Introduction to writing and drafting</p> <p>Study Unit 2: Writing (PLP)</p> <p>Self Study Exercises : Writing (PLP)</p>

Contact Hours	Each Study Unit involves the student undertaking 11.5 Notional Learning Hours, of which (with the exception of the Self Study unit) 2.5 hours will be a Small Group Sessions
Teaching and Learning Methods	<p>Self-study preparation and research in order to acquire knowledge and understanding;</p> <p>A mixture of individual and group work centred on problem-based learning, involving management of information, analysis of complex facts and application of knowledge;</p> <p>Role play and oral presentations to demonstrate understanding and effective communication of complex areas of law applied to detailed factual scenarios;</p> <p>Preparation of written communications (primarily in the form of office memoranda and letters of advice to clients) to demonstrate understanding and effective communication of complex areas of law applied to detailed factual scenarios;</p> <p>Drafting and amending of legal documents, often involving the use of precedents, to demonstrate synthesis and application of knowledge, and the ability to reach autonomous, competent decisions;</p> <p>Reviews of topics in the form of both large group sessions (where ideas can be pooled and debated) and critical self-evaluation.</p> <p>The teaching and learning strategy pervading all modules on the Legal Practice Course is a student-centred approach through the provision of a stimulating educational environment.</p> <p>Face to face teaching and learning in a workshop environment is at the heart of the Teaching & Learning strategy, for students to participate fully in challenging activities, undertaking a wide variety of exercises as individuals and in groups. Full participation is encouraged and expected. Students are encouraged to ask questions during the workshops and to take responsibility for their own learning. Feedback will be given on these exercises both by students and tutors.</p> <p>Outside of the workshop students are required to take responsibility for their own learning undertaking a variety of preparatory tasks. These may be undertaken by students either as individuals or working in office groups, including include provision of information using recorded lectures, reading from course manuals and from practitioner texts, reading and research from primary source material, completion of electronic tests, preparing documents or presentations and attending large group sessions.</p> <p>The final component of each Study Unit will be a consolidation task or tasks designed to broaden and deepen students' understanding of an aspect or aspects of work covered in the relevant Study Unit</p>
Reading Strategy	Students will undertake reading from the course manual, practitioner texts, and primary source material,
Indicative Reading List	Webb et al Lawyers' Skills (OUP)

Part 3: Assessment

Assessment Strategy	<p>The Assessment Strategy pervading all modules on the LPC is rigorous in its approach to ensure the credibility of the course to ensure that</p> <ul style="list-style-type: none"> • Assessment arrangements will be robust, consistent, fair and secure, to ensure that academic standards will meet the threshold set by the SRA • Assessments will revolve around transactions of the type encountered in practice • Assessments will address depth and realism as well as coverage • Individual assessments cover a representative and robust selection of the relevant outcomes. Where an assessment does not include coverage of all of the outcomes for a particular subject, students will nevertheless be prepared to be assessed on all outcomes and will not be informed of what (or will not) be assessed in any particular assessment. • Student achievement will be measured appropriately in accordance with the LPC outcomes. • All diligent students have an opportunity to achieve and demonstrate the LPC learning outcomes. • The needs of disabled students will be taken into account ensuring equal accessibility of assessments to all students.
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% weighting between components A and B	A: 100%	B:
First Sit		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1 ½ hour Open Book assessment comprising one question assessed on a competent not competent basis	100%	
Component B Description of each element	Element weighting (as % of component)	
n/a		

First Resit (further attendance at taught classes is not required)		
Component A (controlled conditions) Description of each element	Element weighting (as % of component)	
1 ½ hour Open Book assessment comprising one question assessed on a competent not competent basis	100%	
Component B Description of each element	Element weighting (as % of component)	
n/a		

Second Resit (further attendance at taught classes is not required)	
Component A (controlled conditions) Description of each element	Element weighting (as % of component)
1 ½ hour Open Book assessment comprising one question assessed on a competent not competent basis	100%
Component B Description of each element	Element weighting (as % of component)
n/a	