



Module Specification

Legal Writing Skills

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Part 1: Information

Module title: Legal Writing Skills

Module code: UJXTX5-0-M

Level: Level 7

For implementation from: 2021-22

UWE credit rating: 0

ECTS credit rating: 0

Faculty: Faculty of Business & Law

Department: FBL Dept of Law

Partner institutions: None

Delivery locations: Frenchay Campus

Field: Law - non modular

Module type: Standard

Pre-requisites: None

Excluded combinations: None

Co-requisites: None

Continuing professional development: No

Professional, statutory or regulatory body requirements: None

Part 2: Description

Overview: Not applicable

Features: Not applicable

Educational aims: Statement of Outcomes

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 in the Outline Syllabus.

The elements of law and practice to be covered on the elective are primarily identified in the syllabus as expanded upon in this statement and in the indicative teaching scheme.

The course skill, which will pervade this skill, as identified in the indicative teaching scheme.

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 and Practice as identified in the indicative teaching scheme.

Outline syllabus: Appropriate methods of written communication and understanding how to choose the appropriate medium, format and style of written communication;

Understanding and being able to apply the principles of good writing;

Understanding how to tailor the written communication to suit the purpose of the communication and the needs of different clients or recipients,

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;

Understanding the importance of checking and editing written communication;

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;

Understanding how to clearly identify the clients' objectives and priorities, addressing their concerns and carrying out their instructions.

Indicative Teaching Scheme

Study Unit 1: Introduction to writing and drafting

Study Unit 2: Writing (PLP)

Self Study Exercises : Writing (PLP)

Part 3: Teaching and learning methods

Teaching and learning methods: Self-study preparation and research in order to acquire knowledge and understanding;

A mixture of individual and group work centred on problem-based learning, involving management of information, analysis of complex facts and application of knowledge;

Role play and oral presentations to demonstrate understanding and effective communication of complex areas of law applied to detailed factual scenarios;

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;

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;

Reviews of topics in the form of both large group sessions (where ideas can be pooled and debated) and critical self-evaluation.

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.

Face to face teaching and learning in a workshop environment is at the heart of the Teaching and 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.

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.

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.

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.

Module Learning outcomes: On successful completion of this module students will achieve the following learning outcomes.

MO1 Understand how to choose an appropriate method of written communication and how to choose the appropriate medium, format and style of written communication.

MO2 Understand and be able to apply the principles of good writing.

MO3 Be able to tailor the written communication to suit the purpose of the communication and the needs of different clients or recipients.

MO4 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.

MO5 Understand the importance of checking and editing the written communication.

MO6 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 legal and factual issues and, where appropriate, identifies practical options including the costs, benefits and risks of those options.

MO7 Be able to clearly identify the clients' objectives and priorities, address their concerns and carry out their instructions.

Hours to be allocated: 0

Contact hours:

Independent study/self-guided study = 228 hours

Face-to-face learning = 72 hours

Total = 300

Reading list: The reading list for this module can be accessed at [readinglists.uwe.ac.uk](https://uwe.rl.talis.com/modules/ujtx5-0-m.html) via the following link <https://uwe.rl.talis.com/modules/ujtx5-0-m.html>

Part 4: Assessment

Assessment strategy: The Assessment Strategy pervading all modules on the LPC is rigorous in its approach to ensure the credibility of the course to ensure that:

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.

Assessment components:

Examination - Component A (First Sit)

Description: Open Book assessment comprising one question assessed on a competent not competent basis

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested: MO1, MO2, MO3, MO4, MO5, MO6, MO7

Examination - Component A (Resit)

Description: Open Book assessment comprising one question assessed on a competent not competent basis

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested:

Examination - Component A (Resit)

Description: Open Book assessment comprising one question assessed on a competent not competent basis

Weighting:

Final assessment: Yes

Group work: No

Learning outcomes tested:

Part 5: Contributes towards

This module contributes towards the following programmes of study:

Advanced Legal Practice [Sep][PT][Frenchay][2yrs] LLM 2021-22

Advanced Legal Practice [Jan][PT][Frenchay][2yrs] - Not Running LLM 2021-22

Advanced Legal Practice [Sep][FT][Frenchay][1yr] LLM 2021-22

Advanced Legal Practice [Aug][PT][Frenchay][2yrs] - Not Running LLM 2021-22