

# *The FUNDAMENTAL Resource To Improve Your Legal Writing Skills!*

---

## *BETTER LEGAL WRITING* *15 TOPICS FOR ADVANCED LEGAL WRITERS*

*By Wayne Schiess, J.D.*  
*Director of the Legal Writing Program*  
*University of Texas at Austin School of Law*



---

*The essential tool for law professionals, students and researchers seeking to sharpen their communication skills through effective, clear, concise legal writing.*

*Two underlying themes underscore this work: that legal writing ought to be more like other professional writing – more readable, more audience-focused, and more accessible; and that legal writers ought to behave more like other writing professionals – by studying good writing, by consulting the best writing sources, and by constantly seeking to improve.*

*Better Legal Writing grew out of materials created by attorney and law professor Wayne Schiess for a popular continuing-legal-education seminar sponsored by the University of Texas School of Law. The resulting manuscript covers a wide **variety of legal writing topics**, packaged into 15 neat, readable chapters.*

*Schiess is the director of the legal writing program at the University of Texas at Austin School of Law, where he teaches legal writing, legal drafting and “plain English.” A speaker in great demand, Schiess has published numerous articles on the writing spectrum and is also the author of *Writing for the Legal Audience*.*

*Experienced writers will find the information to be a timely reminder of good writing techniques to make their copy more succinct and easily understood. For the less experienced writer, this work will prove to be extremely enlightening.*

# Table of Contents

## *Acknowledgments*

## *Introduction*

- 1. What is legal writing?- And what should it be?*
- 2. Better training- You're a professional writer; act like it.*
- 3. Better document design- Creating documents that are easy to read—and skim.*
- 4. Better legal usage- Common problems with legal words.*
- 5. Better grammar and punctuation- And other conventions of legal English.*
- 6. Better sentences- A dozen and one ways that sentences go wrong.*
- 7. Better organization- Learn to organize documents, paragraphs, and sentences.*
- 8. Better citation- Beyond getting the spaces right*
- 9. Better readability- The myths and messages of the Plain-English movement.*
- 10. Better e-mail- E-writing like a pro.*
- 11. Better summaries- A must for all legal writing; three techniques that work.*
- 12. Better legal analysis- Presenting a legal analysis that fits legal-reader expectations.*
- 13. Better persuasion- Presenting legal materials designed to influence a decision-maker.*
- 14. Better legal drafting- Ten things legal drafters should know.*
- 15. Ethical legal writing- What's the worst that could happen?*

***Order your copy from HEIN today!***

*1 volume (paper).....\$34.95*

*Item #1211; ix, 229 pages; ISBN 0-8377-3703-6*

*Published: Buffalo; William S. Hein & Co., Inc.; 2005*

---

*Cost of Carriage Not Included; New York State, Colorado State and GST Taxes Where Applicable*

***WILLIAM S. HEIN & CO., INC.***

***Primus Inter Pares***

*Law Publisher / Serial & Subscription Agent / Micropublisher / New and Used Law Books / Preservation Printer / Electronic Legal Research Provider*

*1285 Main Street, Buffalo, New York 14209 (716) 882-2600 ~ TOLL FREE (800) 828-7571 ~ Fax (716) 883-8100*

*E-Mail [mail@wshein.com](mailto:mail@wshein.com) ~ Web Site [www.wshein.com](http://www.wshein.com)*