## Legal Writing: Style & Organization

AUTUMN SCHOOL OF GLOBAL LEGAL SKILLS AND LEGAL WRITING 2020 PROFESSOR KIMBERLY HOLST

ARIZONA STATE UNIVERSITY SANDRA DAY O'CONNOR COLLEGE OF LAW

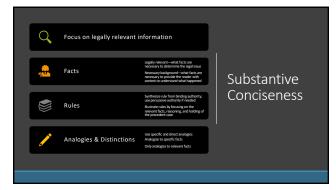
1



Structure of Legal Analysis

2

Memoranda	Briefs
Caption	Caption
Legal Questions Presented	Introduction
Brief Answers	Facts
Facts	Arguments (this is where the IRAC is located)
Discussion (this is where the IRAC is located)	Conclusion
Conclusion	Signature Block

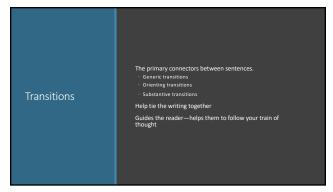


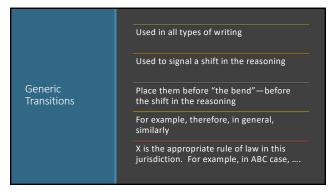




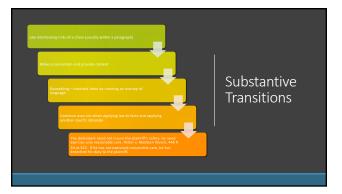












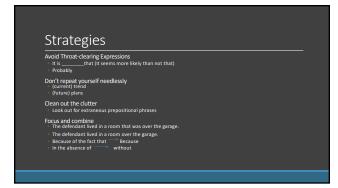


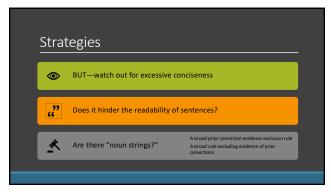


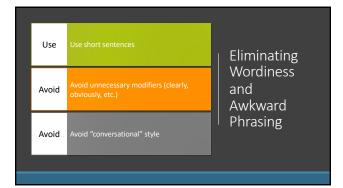




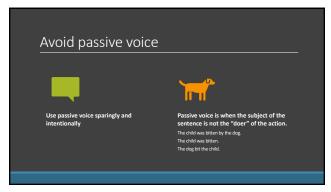


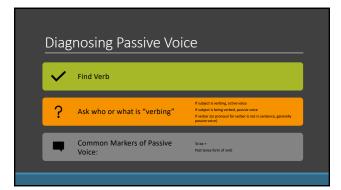




















Suggestions for Pronoun search Appstrophe and quotation mark searching
Citation search
Spell-check, and check for similar words (search statue, probably, etc.)

28

The print copy

Look at paragraph length—overly long paragraphs are easier to spot in print

Suggestions for better editing

Look at sentence length

Review wisnals (transitions, thesis sentences, roadmaps)

Ruler-read—use a rule under each line—breaks up your shorterm memory and requires focus on the actual document

Repeatl

29

## Proofread revisions If words have been replaced, make sure the sentence still makes sense. Read around the revised sections—does the larger context still make sense? Read it out loud Read it aloud and out of order Pay attention to whether each individual section makes sense