图书基本信息

书名:《法律写作风格指南Guide to Legal Writing Style, 3E》

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内容概要

This popular paperback text gives you sensible advice on how to refine and enhance your writing. GUIDE TO LEGAL WRITING STYLE, Third Edition, can be used effectively alongside any basic legal writing coursebook.

书籍目录

Message to StudentsCHAPTER 1: ORGANIZING WITH STYLE Organizing Your Research: Margin Outlines Introduction: Thesis and Road Map Using Headings as Signposts Usefulness of Topic Sentences Transitions Concluding ExercisesCHAPTER 2: CREATING SENTENCES WITH STYLE Long Sentences Front-Loaded Sentences Awkward Citation Placement Treacherous Placement Faulty Parallelism Passive Voice Lengthy Quotations Concluding ExercisesCHAPTER 3: CHOOSING WORDS WITH STYLE Jargon Wordiness Pronoun Antecedents Noun Strings Nominalizations Treacherous Words Gender-Based Language Concluding ExercisesCHAPTER 4: PUNCTUATING WITH STYLE Punctuating Sentences Punctuating Words Concluding ExercisesCHAPTER 5: FORMAI-I'ING FOR A VISUAL SOCIETY Student Memorandum Client Letter Law Student Resume Law Student Cover Letter Judicial Opinion Sexual Harassment Policy Class-Action Publication Notice Publication Paragraphs Concluding ExerciseAPPENDIX: ANSWERS TO "TRY THESE" AND CONCLUDING EXERCISESINDEX

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