

# Contents

<b>Preface</b>	xi
<b>Chapter 1</b>	
<b>Introduction: General Principles of Writing and Editing</b>	1
Chapter Goals	1
The Three Stages of Writing	2
The Pre-writing Stage	2
The Editing Stage	5
A Holistic Approach to Writing	7
Retrieval Exercises	10
Conclusion	10
<b>Chapter 2</b>	
<b>Active and Passive Sentences and Writing with Verbs</b>	11
Chapter Goals	11
Use the Active Voice	12
Write with Verbs	18
Don't Overuse the Verbs "To Be" or "To Have"	23
Avoid Complex Verb Constructions	25
<b>Chapter 3</b>	
<b>Editing for Wordiness</b>	29
Chapter Goals	29
Edit Wordy Expressions	29
Eliminate Unnecessary Repetitions	37
Eliminate "There" or "It" Constructions	40
Eliminate Long Descriptive Phrases	42
Eliminate Wordy Negative Expressions	44

Shorten Introductory Phrases	46
Conclusion	49
<b>Chapter 4</b>	
<b>Emphasis, Clarity, and Specificity</b>	51
Chapter Goals	51
Emphasis	51
Make Lists Clear	59
Avoid Clichés and Legal Jargon	61
Be Specific	64
Conclusion	73
<b>Chapter 5</b>	
<b>Combining Sentences and Editing Paragraphs</b>	75
Chapter Goals	75
Recognizing Sentence Patterns and Combining Sentences	76
Eliminate Redundant Sentences	89
Don't Tread Water	90
Paragraph Editing Exercises	92
Do Not Overuse Particular Words within a Paragraph	95
Avoid Abrupt Verb Tense Changes	98
Conclusion	101
<b>Chapter 6</b>	
<b>Organizing Paragraphs and Creating Coherence</b>	103
Chapter Goals	103
Introduction	103
Paragraph Unity	105
Organizing Paragraphs	112
Creating Coherence and Flow	119
Conclusion	127

**Chapter 7**

<b>The Small-Scale Paradigm</b>	129
Chapter Goals	129
Small-Scale Paradigm Defined	129
Small-Scale Paradigm Outline	130
Conclusion	130
Law	131
Application	133
Small-Scale Paradigm and Paragraphing Outline	138
More Complex Paradigm Outline	139
Finding Problems in the Small-Scale Paradigm	141
Counterargument and the Small-Scale Paradigm	149
Conclusion	151

**Chapter 8**

<b>Large- and Medium-Scale Organization</b>	153
Chapter Goals	153
Organization of a Discussion or Argument Section	154
Example: Negligence	155
Example: Intentional Infliction of Emotional Harm	155
Example: Intentional Infliction of Emotional Harm	156
Example: Fair Use Statute (Copyright)	157
Example: Fair Use	159
Articulating the Organization	160
Introduction	160
Headings and Subheadings	163
Thesis Paragraphs	166
Closure	168
Conclusion	169
Bringing It Together	170
Other Types of Medium- and Large-Scale Organization	172
Creating Continuity and Flow Between Paragraphs, Subsections, and Sections	176

**Chapter 9****Review**

181

The Keys to Clear Legal Writing

181

Wrap Up

201

**Glossary**

203