Contents

Introduction to the New Edition 1
Introduction 5

Part I	The Fundamentals of Legal Writing 11
Chapter 1	Organizing Your Material 13
Chapter 2	The Rules of the Road 30
Chapter 3	The Mechanics of Editing 64
Part II	The Fundamentals of Argument for All Lawyers 75
Chapter 4	The Art of Argument 77
Chapter 5	The Role of Narrative in Argument 94
Part III	Writing in Litigation 111
Chapter 6	Writing the Facts 113
Chapter 7	Writing Arguments 143
Chapter 8	Writing Trial and Appellate Briefs, as Well as Affidavits 177
Chapter 9	Writing Complaints and Answers 199

Chapter 10 Writing in Discovery 214

Part IV Writing in Legal Practice 227

Chapter II Technical Writing 229

Chapter 12 Writing E-mail and Letters 243

Chapter 13 Writing Memos 261

Chapter 14 Drafting Contracts and Rules 268

Conclusion The Real Damage of Bad Legal Writing 283

Appendix The Sixteen Rules of Professionalism in

Legal Writing 289

Bibliography 291