I. Course Description

As well as focusing on issues relating to state and federal legislation and on how courts interpret it, this course gives students opportunities to enhance skills that are essential to the practice of law: careful reading of, critical analysis of, and precise writing of text. To enhance those skills, students will complete simulations and other in-class exercises relating to advocating for a position, drafting and editing.

II. Required Text & Course Materials

- **Book**: Cupples & Temple-Smith, *Grammar, Punctuation & Style: A Quick Guide for Lawyers and Other Writers* (West, 2013): [available at Law School Bookstore, in person or via Internet (Ufl-lawshop.com) and at Amazon.com]. There is a Kindle version, and the paperback should not be more than $20 (not including shipping).

- **Weekly Assignment Packets and other materials**: at Twen.

- **Access to**: Internet and WestLaw.

III. Course Policies

A. Completion of the Course

In order to complete (i.e., pass) the course, students must satisfactorily complete the following:

- All in-class exercises;
- The final project or exam, which will be discussed during the semester; and
- An in-class presentation or simulation.
B. **Preparation for Class**

Students are required to carefully read all assigned materials before class. Because a part of most class meetings will include workshop-style, in-class exercises relating to writing and editing, it is crucial for students to be comfortable with the relevant readings before class.

C. **Attendance and Participation**

Students are permitted 2 absences and must make up any in-class exercises that are missed. Students are responsible for ensuring that they are not recorded as absent if they arrive late. A student who fails to meet the attendance requirement may be dropped from the course and not receive a grade for the course.

Students are expected to participate in class discussion, as well as in-class exercises. Class participation will have an effect on students’ final grades.

**IV. Reading Assignments and Class Meetings**

**Week 1: Legislatures and Legislation**

Week 1 Assignment Packet (Twen).

**Week 2: How Courts Interpret Legislation (Part 1)**

A. Week 2 Assignment Packet (Twen).

B. Grammar Book:
   - Pages 2-12 (Grammatical Terms) *Read this before ambiguity text*
   - Pages 109-111 (Ambiguity generally).
   - Pages 34-36 (Ambiguity: pronouns).
   - Pages 43-48 (Ambiguity: modifier placement).

**Week 3: Types of Legislation; Word Choice, Grammar, Style and the Drafting Process**

A. Week 3 Assignment Packet (Twen).

B. Grammar Book:
   - Word-choice errors (p. 56).
   - Voice of Verbs section (pp. 12-16)
   - Style chapter (pp. 109-130).
Week 4: How Courts Interpret Legislation (Part 2)

A. Week 4 Assignment Packet (Twen).

B. Grammar Book:
   • Parallel Structure (pp. 39-43).
   • Verb tense and mood (pp. 17-26).

Week 5: Interplay between Legislation and State Constitution: Separation of Powers

A. Week 5 Assignment Packet (Twen).

B. Grammar Book
   • Pronouns (pp. 27-36).
   • Commas, semicolons, colons (pp. 63-76).

Week 6: Interplay between State and Federal Constitutions; Drafting Issues

A. Week 6 Assignment Packet (Twen).

B. Grammar Book: Apostrophes, dashes, and hyphens (pp. 76-84).

Week 7: Legislative Process (formal process, including internal rules)

Week 7 Assignment Packet and any other materials in Twen folder.

Week 8: The Debate Process

Week 8 Assignment Packet and any other materials in Twen folder.

Week 9: Influences on the Process (Lobbying and Interest Groups)

Week 9 Assignment Packet and any other materials in Twen folder.
Week 10: Appropriations Process & Line-Item Veto

Week 10 Assignment Packet and any other materials in Twen folder.

Weeks 11 -14: In-class presentations or simulations.

V. Grades

Your grade for this course will depend largely on your final project: your class participation, completion of in-class exercises, and in-class presentation will also factor into your grade.

Information on UF Law grading policies

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
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<td>4.0</td>
<td>C+</td>
<td>2.33</td>
<td>D-</td>
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<tr>
<td>A-</td>
<td>3.67</td>
<td>C (Satisfactory)</td>
<td>2.00</td>
<td>E (Failure)</td>
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<tr>
<td>B+</td>
<td>3.33</td>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>B (Good)</td>
<td>3.00</td>
<td>D+</td>
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<tr>
<td>B-</td>
<td>2.67</td>
<td>D (Poor)</td>
<td>1.00</td>
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The law school grading policy is available at: [http://www.law.ufl.edu/students/policies.shtml#9](http://www.law.ufl.edu/students/policies.shtml#9).

VI. Other Policy Statements

A. Policy related to Make-up exams or other work

The law school policy on delay in taking exams can be found at: [http://www.law.ufl.edu/students/policies.shtml#12](http://www.law.ufl.edu/students/policies.shtml#12).

B. Statement related to accommodations for students with disabilities

Students requesting classroom accommodation must first register with the Office of Disability Resources. The UF Office of Disability Resources will provide documentation to the student who must then provide this documentation to the Law School Office of Student Affairs when requesting accommodation.