Contents

	Prefa	ice		xi
PA	RT 1	WRITTEN ENGLISH		1
			1.0	
1	Intro	duction to legal English		3
	1.1	The development of modern English		3
	1.2	Sources of legal English		4
	1.3	What makes English difficult?		5
	1.4	What makes legal language difficult?		6
	1.5	The importance of legal English		10
2	Gran	nmar for legal writing		13
	2.1	Articles		13
	2.2	Prepositions		14
	2.3	Pronouns		21
	2.4	Adjectives		22
	2.5	Adverbs		24
	2.6	Collective nouns		24
	2.7	Uncountable nouns		25
	2.8	Past tenses		28
	2.9	Verb forms		29
	2.10	Phrasal verbs		32
	2.11	Negatives		33
	2.12	Relative pronouns		35
3	Punctuation for legal writing			
	3.1	General points		37
	3.2	Punctuation marks		37
4	Sent	ence structure		47
	4.1	Active and passive voice		47
	4.2	Building a sentence		48
	4.3	More complex sentences		49
	4.4	Linking clauses		50
	4.5	Subject-verb agreement		50
	4.6	When is a sentence not a sentence?		51

10.2 Principles of interpretation

123

11	Con	tract clauses: types and specimen clauses	126
	11.1	Overview	126
	11.2	Definitions	126
	11.3	Main commercial provisions	127
	11.4	Secondary commercial provisions	136
	11.5	Boilerplate clauses	141
12	Drafting legal documents: language and structure		
	12.1	Operative language	148
	12.2		153
	12.3		158
	12.4	0	160
	12.5	Layout and design	160
	12.6	Checklist	161
13	Corr	espondence, memoranda and essays	164
	13.1	Letter-writing conventions	164
	13.2	Letter-writing style	166
	13.3		169
	13.4	0 0	172
	13.5	Checklist	176
	13.6	Memoranda	177
	13.7	Essays	178
14	Applying for a legal position		
	14.1	How to apply	182
	14.2	Specimen application letter	185
	14.3	Application forms and CVs	186
	14.4	Attending an interview	188
15	Self-	study exercises	189
	15.1	Case study: Concordia Bus case (2002)	189
	15.2	Legislative excerpt: the Enterprise Act 2002	191
	15.3	Independent contractor agreement	195
	15.4	Correspondence	201
PA	RT 2	SPOKEN ENGLISH	205
16	Aspe	ects of spoken English	207
	16.1	Spoken and written English compared	207
	16.2		208
	16.3		209

vii

Contents

ix