

PAPER – II
LEGAL LANGUAGE AND LEGAL WRITING INCLUDING
PROFICIENCY IN GENERAL ENGLISH
(Paper Code : K-602)

The course shall comprise of the following :

1. Need and Importance of Legal Language
2. Proficiency in General English
 - (a) Parts and Types of Sentences
 - (b) Parts of Speech – A Brief Introduction
 - (c) Tenses: Forms and Use
 - (d) Active and Passive Voice
 - (e) Direct and Indirect (or Reported) Speech
 - (f) Some Common Mistakes in English
3. Legal Terminology
4. Writing of Case Comment
 - (a) Understanding physical structure of a case reported in a Legal journals such as A.I.R., S.C.C., Scale, J.T. etc.
 - (b) General introduction of doctrine of precedent
 - (i) Precedent as source of Law (Ratio Decidendi and Obiter dictum).
 - (ii) Circumstances which destroy or weaken the binding force of precedent
 - (iii) Circumstances which increases the authority of a precedent.
 - (c) Method of writing a case comment
5. System for Citing Documents in Written Work
 - (a) Various systems of citation
(Numeric System, Harvard System, Harvard Law Review Association System and Indian Practice)
 - (b) First Footnote References
(Books, Journal, Electronic sources etc.)
 - (c) Subsequent Footnote References and other Terms used in the Footnotes.
Following Terms shall be explained:
Ibidem/Idem, Supra, Infra, Et.seq., Op.cit., Loc. cit., Cf., See, See also,
See generally, But see, contra, In re etc.
 - (d) Preparation of Bibliography
 - (e) Abbreviations
 - (i) Common abbreviations used in footnotes and general legal writings
 - (ii) Abbreviation used for Indian and foreign legal periodicals
6. Standard Markings in Proofreading
 - (a) –Use and importance of Standard Markings
 - (b) – Marginal Marks and their explanations
7. Essay Writing on Topics of Legal Interest in English
8. Letter Writing in English

BOOKS RECOMMENDED

Abidi Ishtiaque, *Law and Language*.

Sharma K.S. (Dr.), *Legal Language, Legal Writing and English Usage*.

Hindi English Legal Glosary, Vidhi Sahitya Prakashan, Ministry of Law, New Delhi.

PAPER – III