

Course Name : Legal Writing and Reading							
Course Code	Course Type	Regular Semester	Lecture (hours/week)	Seminar (hours/week)	Lab. (hours/week)	Credits	ECTS
LAW 104	D	Spring	3.00	0.00	0.00	3.00	5.00
Lecturer		Livia Rokaj, Msc					
Assistant							
Course language		Albanian					
Course level		Bachelor					
Description		The course is very practical and is to increase student skills justice in the field of legal writing and analysis, as well as more technical issues dealing with rules for drafting normative acts.					
Objectives		1. The student is able to write a memorandum. 2. To recognize technical rules of writing. 3. To know the structure of legal instruments. 4. To obtain knowledge for structuring normative act.					
Core Concepts							
Course Outline							
Week	Topic						
1	Intro. Object and Purpose of Legal writing and reasoning. The art of legal writing						
2	General Principles and Rules for Legal Writing						
3	How to collect and analyze facts in legal writing. Letter to the client						
4	The legislative process.Structure of the Normative Act						
5	Court documents. Drafting lawsuits						
6	Normative writing texts. References - Repeal of law- amendments						
7	Structure of Legal Instruments						
8	Midterm Exam						
9	How to write a Memorandum						
10	The identification of the case. How to write a legal essay and a thesis						
11	The General Legal Reasoning. Interpretation of legal texts						
12	Normative language						
13	“IRAC” Methods of Analysis						
14	Practical exercises, presentations						
15	Preperation for the Exam						
16	Final Exam						

Prerequisites	The student must attend the course at a minimum rate of 75%.		
Literature	• Sokol Berberi Milaim Nelaj (red.) • Sokol Berberi, Pandeli Koçi dhe Elira Zaka (red.)		
References	• Sokol Berberi dhe Pandeli Koçi (red.)		
Course Outcome			
1	Student will be able to write a memorandum, a letter to the client, a lawsuit, an administrative act etc.		
2	Student will be able to recognize the technical rules of writing		
3	Student will be able to know the structure of legal instruments		
4	Student will be able to have knowledge about the structure of the normative act		
Course Evaluation			
In-term Studies		Quantity	Percentage
Midterms		1	30
Quizzes		0	0
Projects		1	10
Term Projects		0	0
Laboratory		0	0
Class Participation		1	20
Total in-term evaluation percent			60
Final exam percent			40
Total			100
ECTS Workload (Based on Student Workload)			
Activities	Quantity	Duration (hours)	Total (hours)
Course duration (Including the exam week: 16x Total hours of the course)	16	3	48
Study hours outside the classroom (Preparation, Practice, etc.)	14	3	42
Duties	1	1	1
Midterms	1	10	10
Final Exam	1	15	15
Other	0	0	0
Total Work Load			116
Total Work Load / 25 (hours)			4.64
ECTS			5.00