

# SUMMARY OF CONTENTS

<i>Contents</i>	<i>ix</i>
<i>Preface</i>	<i>xxiii</i>
<b>Chapter 1.</b> Overview	1
<b>Chapter 2.</b> Managing Your Time	7
<b>Chapter 3.</b> Learning About the Legal System	13
<b>Chapter 4.</b> Research Strategy	25
<b>Chapter 5.</b> How to Brief a Case	35
<b>Chapter 6.</b> Introduction to Legal Analysis	47
<b>Chapter 7.</b> Purpose, Context, and Structure	71
<b>Chapter 8.</b> Make Your Main Themes Stand Out	81
<b>Chapter 9.</b> Help the Reader to Understand You	93
<b>Chapter 10.</b> Meeting the Client	111
<b>Chapter 11.</b> Introduction to the Memo	121
<b>Chapter 12.</b> The Memo: Heading, Issue, and Conclusion	127
<b>Chapter 13.</b> Practice with Drafting Memos: Headings, Issues, and Conclusions	135
<b>Chapter 14.</b> The Memo: Facts and Discussion	141
<b>Chapter 15.</b> Practice with Memos: Facts and Discussion	153
<b>Chapter 16.</b> Writing the Client Opinion Letter	163
<b>Chapter 17.</b> Practice with Client Letters	171
<b>Chapter 18.</b> Advising the Client	181
<b>Chapter 19.</b> Negotiating	189
<b>Chapter 20.</b> Mediation	203
<b>Chapter 21.</b> Settlement Agreements	211
<b>Chapter 22.</b> Communicating Electronically	223
<b>Chapter 23.</b> Drafting Pleadings	231
<b>Chapter 24.</b> Practice with Pleadings	239
<b>Chapter 25.</b> Writing Persuasively	249
<b>Chapter 26.</b> Writing Pretrial Motions and Trial Briefs	257

<b>Chapter 27.</b>	Appellate Process and Standard of Review	265
<b>Chapter 28.</b>	Introduction to Writing Appellate Briefs	269
<b>Chapter 29.</b>	The Appellate Brief: The Introductory Parts	273
<b>Chapter 30.</b>	The Appellate Brief: Statement of Facts; Summary of Argument	281
<b>Chapter 31.</b>	Practice in Writing the Statement of Facts and Summary of Argument	287
<b>Chapter 32.</b>	The Appellate Brief: Argument and Conclusion	295
<b>Chapter 33.</b>	Basic Principles of Oral Communication	309
<b>Chapter 34.</b>	The Appellate Argument	321
 <b>Appendices</b>		
I.	Memoranda	329
II.	Client Letters	351
III.	Settlement Agreements	369
IV.	Pleadings	385
V.	Briefs and Oral Arguments	405
VI.	Grammar and Punctuation	445
<b>Index</b>		455