



PREFACE

The world is indeed becoming smaller. With the world becoming more interconnected through business, technology, and the need to address global-scale problems like climate change, understanding one another's legal systems is critical. Our goal is to help you, the international lawyer from a different legal system, to understand how U.S. lawyers communicate and how the U.S. legal system works.

Many of you work in a civil or mixed legal system and are most interested in learning about the U.S. common law system. While many texts exist that include instruction on common law analysis, there has been no book to date that provides the level of detail that this one does.

We wanted to focus on the types of communications that you are most likely to read from U.S. lawyers or need to write to U.S. lawyers. Cultural differences and tradition may influence how a single document — a contract, for example — is written in any individual country. With an introduction to the techniques U.S. lawyers use when drafting communications, you will have a better understanding of why something is written the way it is, and how, in turn, to most effectively communicate with U.S. lawyers. For these reasons, we have introduced techniques for drafting an objective legal analysis; writing persuasively and drafting documents to the courts; and crafting expository writings, such as client letters, demand letters, and email communications. We chose not to explore research sources and techniques in the United States, knowing there are other exceptional books available that provide that guidance. We are delighted that this edition will eventually be accompanied by online supplementary student learning materials, available at no additional cost on the Aspen Publishing website (www.AspenPublishing.com).

We are thankful to our assistant, Janice White, for her help throughout this process. We would also like to thank ESL Specialist M. Catherine Beck for her advice and support. Thanks, too, to Aspen Publishing's anonymous reviewers, who offered valuable commentary. And a special thank you to our research assistants, including Hongbin Bao, Shishir Deshpande, Anna Dyuzheva, Kristen Davis Edmundson, Nathan Lundquist, Koichi Nishioka, James Porter, and Thomas Vandenabeele, who helped with our first edition, and Stephanie Rivas, who assisted with the second edition. We are grateful to The Ohio State University Moritz College of Law research assistants Marissa Diver, Arata Kaku, and Katie Potrzeboski, who assisted with the third edition. Everyone

named here helped shape the final version of this text. Thanks also to students at both of our law schools who were assigned editions of this book over the years and, through their comments and reactions, helped us refine both the substance and the style for this edition. Professor Lee is grateful to the Moritz College of Law for the summer research grant support.

Professors McGregor and Adams welcome as a co-author on this third edition Katrina Lee, a former law firm equity partner and the Director of the pioneering LL.M. Legal Writing Program at The Ohio State University Moritz College of Law. An experienced legal writing professor and the Immediate Past President of the Association of Legal Writing Directors, Professor Lee taught with the first and second editions and has brought refreshing perspective and energy to the third edition.

We welcome feedback from faculty and students who use this book. You may contact Professor Lee at katrinalee@osu.edu, Dean Adams at cmadams@iupui.edu, and Professor McGregor at dmcgreg@iu.edu.

In the meantime, enjoy!

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