

**ADDITIONAL RESOURCES FOR WRITING SKILLS**

\*Should you need resources, the following are helpful text and online resources.

**Text and CALI Materials**

	<b>WRITING BY DESIGN<sup>1</sup></b>	<b>ASPEN LEGAL WRITING HANDBOOK<sup>2</sup></b>	<b>JUST WRITING<sup>3</sup></b>	<b>PLAIN ENGLISH FOR LAWYERS<sup>4</sup></b>	<b>CALI</b>
<b>COMMAS</b>		-Chapter 1, pp. 5-6 (comma splice) -Chapter 2, pp. 40-41 (restrictive clauses; that v. which) -Chapter 1, pp. 30-31; Chapter 2, pp. 39-40 (coordinating conjunction) -Chapter 1, p. 31 (subordinating conjunction) -Chapter 2, pp. 36-44	-Chapter 8, pp. 164-65 (subordinating conjunction) -Chapter 8, p. 166 (connecting words) -Chapter 9, pp. 201-17 -Chapter 8, p. 168; Chapter 9, pp. 204, 218 (comma splice)	Chapter 8	
<b>SEMI-COLONS</b>		Chapter 2, pp. 52-53	Chapter 9, pp. 217-20	Chapter 9, pp. 89-92	Lesson – Punctuation and Grammar Basics for Law Students

<sup>1</sup> Teresa J. Reid Rambo and Leanne J. Pflaum, Legal Writing by Design (2d ed. 2013)

<sup>2</sup> Deborah E. Bouchoux, Aspen Handbook for Legal Writers: A Practical Reference (4th ed. 2017)

<sup>3</sup> Anne Enquist and Laurel Currie Oates, Just Writing: Grammar, Punctuation, and Style for the Legal Writer (5th ed. 2017)

<sup>4</sup> Richard C. Wydick and Amy E. Sloan, Plain English for Lawyers (6th ed. 2019)

<b>COLONS</b>		Chapter 2, pp. 51-52	Chapter 9, pp. 220-22	Chapter 9, pp. 92-94	Lesson – Punctuation and Grammar: Advanced
<b>APOSTROPHES</b>		Chapter 2, pp. 45-48	Chapter 9, pp. 222-25	Chapter 9, pp. 100-104	
<b>QUOTATION MARKS</b>		Chapter 2, pp. 53-55	Chapter 9, pp. 225-32	Chapter 8, p. 84; Chapter 9, pp. 88, 93	
<b>PARALLELISM</b>	Chapter 33.1	Chapter 4, pp. 106-10	-Chapter 7, pp. 150-52 -Chapter 8, pp. 195-200	Chapter 6, pp. 43-45	Lesson – Punctuation and Grammar: Advanced
<b>MODIFIERS</b>	Chapter 30.2	Chapter 1, pp. 11-15	-Chapter 8, pp. 191-92 (misplaced) -Chapter 8, pp. 193-95 (dangling)	Chapter 6, pp. 46-50	-Lesson – Punctuation and Grammar Basics for Law Students (misplaced) -Lesson – Punctuation and Grammar: Advanced (misplaced)
<b>PRONOUNS</b>	Chapter 30	-Chapter 1, pp. 17-30 (ambiguous pronouns) -Chapter 1, pp. 7-9 (agreement)	Chapter 8, pp. 187-91 (agreement)	Chapter 7 (choose words carefully)	Lesson – Punctuation and Grammar Basics for Law Students (agreement)

<b>VERBS</b>	-Chapter 29 -Chapter 33.2	-Chapter 1, pp. 6-11 (subject/verb agreement) -Chapter 4, pp. 120-21 (tense) -Chapter 4, pp. 104-05 (passive/active voice)	-Chapter 8, pp. 172-78 (tense and mood) -Chapter 8, pp. 178-83 (subject/verb agreement) -Chapter 10, pp. 254-66 -Chapter 5, pp. 63-68 (passive/active voice)	Chapter 3 (use verbs to express action); Chapter 4 (prefer the active voice)	-Lesson – Punctuation and Grammar Basics for Law Students (subject/verb agreement) -Lesson – Punctuation and Grammar: Advanced (passive/active voice)
<b>FRAGMENTS</b>		Chapter 1, pp. 4-5	Chapter 8, pp. 168-72	Chapters 2, 5, and 6 (various sentence structure topics)	Lesson – Punctuation and Grammar Basics for Law Students
<b>COUNT V. NONCOUNT NOUNS</b>		-Chapter 1, p. 9 (collective nouns) -Appendix B, pp. 282-83	Chapter 10, pp. 244-54		Lesson – Punctuation and Grammar Basics for Law Students (other agreement problems)
<b>ITS</b>	Chapter 30.1	Chapter 1, pp. 49-50	pp. 94, 224, 307		
<b>USAGE ISSUES, E.G. AFFECT/ EFFECT, THEN/ THAN, INFER/ IMPLY, PRINCIPLE/ PRINCIPAL AFFECT/ EFFECT, WHO/WHOM</b>			-Chapter 6, pp. 114-17 -Chapter 7, p. 155 -Glossary of Usage, pp. 303-10		

## **PENN STATE DICKINSON LAW'S ONLINE LEGAL WRITING CENTER - WRITING TOOLS**

- <https://dickinsonlaw.psu.edu/academics/academic-resources/online-legal-writing-center>
- Before viewing the presentations on the specific topics below, view the Foundations I and Foundations II presentations, which provide the groundwork for the information in the more specific presentations. The Foundations presentations are a prerequisite for watching the other presentations, except for “Transitions.”
- The presentation entitled “Transitions” also is an extremely helpful presentation about transitioning to legal writing from writing in other discourses.

	<b>The Online Legal Writing Center</b>
<b>COMMAS</b>	Punctuation I: Semicolon and Comma
<b>SEMI-COLONS</b>	Punctuation I: Semicolon and Comma
<b>COLONS</b>	Punctuation II: Apostrophe, Colon, Hyphen, Period, Quotation Marks
<b>APOSTROPHES</b>	Punctuation II: Apostrophe, Colon, Hyphen, Period, Quotation Marks
<b>QUOTATION MARKS</b>	Punctuation II: Apostrophe, Colon, Hyphen, Period, Quotation Marks
<b>PARALLELISM</b>	Parallel Structure
<b>MODIFIERS</b>	Placement of Modifiers
<b>PRONOUNS</b>	Troublesome Pronouns
<b>VERBS</b>	Verbs
<b>FRAGMENTS</b>	Foundations I and II
<b>ITS</b>	Punctuation II: Apostrophe, Colon, Hyphen, Period, Quotation Marks
<b>WHO/ WHOM</b>	Troublesome Pronouns

### Online Materials

<a href="http://www.englishpage.com/index.html">Englishpage.com</a> <a href="http://www.englishpage.com/index.html">www.englishpage.com/index.html</a>	<a href="https://www.guidetogrammar.org/grammar/">Guide to Grammar and Writing</a> <a href="https://www.guidetogrammar.org/grammar/">https://www.guidetogrammar.org/grammar/</a>	<a href="https://owl.english.purdue.edu/owl/">Purdue OWL</a> <a href="https://owl.english.purdue.edu/owl/">https://owl.english.purdue.edu/owl/</a>
<ul style="list-style-type: none"> <li>-Grammar Book</li> <li>-Vocabulary</li> <li>-Verb Tenses</li> <li>-Irregular Verbs</li> <li>***Various tutorials can be found for practice</li> </ul>	<ul style="list-style-type: none"> <li>-Sentence Parts               <ul style="list-style-type: none"> <li>-Nouns</li> <li>-Verbs</li> <li>-Pronouns</li> <li>-Confusable Words</li> </ul> </li> <li>***Quizzes can be found on many topics from the Aspen writing diagnostic exam, including quizzes on grammar, punctuation, sentence structure, pronouns, clauses, etc.</li> <li>-Paragraph Level               <ul style="list-style-type: none"> <li>-Tense/Pronoun Consistency</li> <li>-Sentence Combining Skills</li> <li>-Coherence and Transitions</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>-Grammar               <ul style="list-style-type: none"> <li>-Adjectives and adverbs</li> <li>-Prepositions</li> <li>-Pronouns</li> <li>-Punctuation (including commas, semi-colons, apostrophes, quotation marks, others)</li> <li>-Subject / verb agreement</li> <li>-Articles</li> <li>-Verbs</li> </ul> </li> <li>-Punctuation               <ul style="list-style-type: none"> <li>-Sentence punctuation patterns</li> <li>-Independent and dependent clauses</li> <li>-Commas</li> <li>-Apostrophes</li> <li>-Hyphens</li> <li>-Quotation marks</li> </ul> </li> </ul>