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
   (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:
   (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 Glossary, Vidhi Sahitya Prakashan, Ministry of Law, New Delhi.

PAPER – III