

**City University of Hong Kong
Course Syllabus**

**offered by School of Law
with effect from Semester A 2018/2019**

Part I Course Overview

Course Title: Litigation Writing and Drafting

Course Code: PLE5053

Course Duration: Semester A (8 weeks)

Credit Units: 2

Level: P

Medium of Instruction: English

Medium of Assessment: English

Prerequisites:
(Course Code and Title) Nil

Precursors:
(Course Code and Title) Nil

Equivalent Courses:
(Course Code and Title) Nil

Exclusive Courses:
(Course Code and Title) Nil

Part II Course Details

1. Abstract

The aims of Litigation Writing and Drafting is to prepare you and enable you to draft pleadings in the forms of Statement of Claim and Defence and counterclaim; Affidavit/Affirmation; Witness Statement; Summons; written advice to clients; formal correspondence with other lawyers as well as Counsel's advice in a civil matter.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs	Weighting (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Apply a problem solving approach to a client's issues including: 1.1 identifying client goals; 1.2 identifying legal issues, and 1.3 applying the law to the facts.		✓	✓	✓
2.	Draft documents used in the practice of law in plain English, such as: 2.1 correspondence; 2.2 litigious documents, including Statement of Claims, Defences and Counterclaims, Affidavits/Affirmations, Witness Statements and Summons; and 2.3 legal advice.			✓	
		100%			

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to self-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Teaching and Learning Activities (TLAs)

(TLAs designed to facilitate students' achievement of the CILOs.)

TLA	Brief Description	CILO No.		Hours/week (if applicable)
		1	2	
1	<p>Teaching and learning will primarily be based on problem solving and discussions in large groups and small groups.</p> <p>There is a large group session for each topic (and, where necessary, more than one large group session). In the large group we will provide information and demonstrate the drafting skill.</p> <p>The small groups comprise no more than ten (10) students per group. In each small group you will apply the drafting skill that you have learnt in the large group.</p>	✓		
2	<p>Teaching and learning will primarily be based on:</p> <ul style="list-style-type: none"> • discussion in large and small groups; • drafting exercises in large and small groups; • three (3) non-assessable drafting exercises to be submitted to the tutor who will provide electronic feedback or in person. <p>The subjects covered by the non- assessable activities may comprise any of the following:</p> <ul style="list-style-type: none"> • drafting a pleading (Statement of Claim, Defence and/or Counterclaim); • drafting an Affidavit/Affirmation; • drafting a Witness Statement; • drafting a Summons; • drafting a Letter before Action; • drafting a Counsel's Opinion; and • drafting a Advice Letter. 		✓	

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.		Weighting	Remarks
	1	2		
Continuous Assessment: 0%				
Examination: 100% (duration: 3 hours)				
Final examination	✓	✓	100%	
			100%	

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-*)	Marginal (D*)	Failure (F)
Examination at the end of Semester A.	To pass this course students must obtain an aggregate mark of 50%.	<p>The work meets the client's needs in all respects, evidenced by –</p> <ul style="list-style-type: none"> • a superior grasp of the issues and subject matter • good organization • a capacity to analyze and synthesize • ability to draft concisely and accurately in accordance with client's instructions • a superior use of drafting skills and use of English language. 	<p>The work meets the client's needs in most respects, evidenced by –</p> <ul style="list-style-type: none"> • a strong grasp of the issues and subject matter • some critical and analytical ability • an understanding of the applicable law and facts • a good use of drafting skills and use of English language. 	<p>The work meets the client's main needs, evidenced by –</p> <ul style="list-style-type: none"> • an adequate grasp of the issues and subject matter • an ability to create solutions to the client's problems • a basic use of drafting skills and use of English language. 		<p>The work does not meet the client's needs, evidenced by little or an insufficient –</p> <ul style="list-style-type: none"> • grasp of the issues and subject matter • critical and analytical ability • understanding of the applicable law and facts • drafting skills and use of English language.

* Note: The University's grades C- and D are not used in the PCLL.

Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

(An indication of the key topics of the course.)

- Plain English and Editing
- Problem solving/planning
- Drafting Litigious Documents
- Drafting Correspondence
- Drafting Legal Advice

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

Course Guide and Desk Book

2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

Online Resources

The English Language Centre link is:

<http://www.cityu.edu.hk/elc/>

The Self-Access Centre link is:

<http://www.cityu.edu.hk/elc/SAC.html>