

# PLE5054: COMMERCIAL WRITING AND DRAFTING

---

## Effective Term

Semester A 2025/26

## Part I Course Overview

### Course Title

Commercial Writing and Drafting

### Subject Code

PLE - Professional Legal Education

### Course Number

5054

### Academic Unit

School of Law (FL)

### College/School

School of Law (FL)

### Course Duration

One Semester

### Credit Units

2

### Level

P5, P6 - Postgraduate Degree

### Medium of Instruction

English

### Medium of Assessment

English

### Prerequisites

Nil

### Precursors

Nil

### Equivalent Courses

Nil

### Exclusive Courses

Nil

## Part II Course Details

### Abstract

This course aims to prepare students to write letters of advice and draft commercial agreements in plain English that address client needs.

### Course Intended Learning Outcomes (CILOs)

CILOs		Weighting (if app.)	DEC-A1	DEC-A2	DEC-A3
1	Apply a problem-solving approach to resolving a client's issues including: - identifying client goals; - identifying legal issues; and - applying the law to the facts and recommending a solution.		x	x	x
2	Draft documents used in the practice of commercial law in plain English, such as: - correspondence, especially advising clients in connection with commercial transactions; - commercial documents.		x	x	x
3	Draft clauses as part of a commercial agreement in a new situation with or without the use of precedents.		x	x	x

#### 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 real-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.

### Learning and Teaching Activities (LTAs)

LTAs	Brief Description	CILO No.	Hours/week (if applicable)
1	Teaching and learning will primarily be based on problem solving activities and discussions in large and small groups involving: - dissecting fact patterns; - analyzing precedents; and - planning written output.	1	

2	2	Teaching and learning will primarily be based on interactive drafting activities in large and small groups involving: - analysis of drafting alternatives and current practices; - group discussions; - individual and group drafting activities; - two non-assessable exercises in which feedback is provided by the instructor; and - one voluntary conference with the instructor.	2	
3	3	Teaching and learning will primarily be based on an individual drafting activity and small group discussion.	3	

**Assessment Tasks / Activities (ATs)**

ATs	CILO No.	Weighting (%)	Remarks ("- for nil entry)	Allow Use of GenAI?	
1	Completion of exercises and satisfactory participation in tutorials	1, 2, 3	0	Compulsory	No

**Continuous Assessment (%)**

0

**Examination (%)**

100

**Examination Duration (Hours)**

3

**Minimum Examination Passing Requirement (%)**

50

**Additional Information for ATs**

Compulsory

The use of Generative AI tools is not allowed.

**Assessment Rubrics (AR)****Assessment Task**

Final Examination

**Criterion**

To pass this course students must obtain a mark of 50%.

**Excellent**

- (A+, A, A-) The work meets the client's needs in all respects, evidenced by -
- a superior grasp of the issues and subject matter
  - good organization
  - a capacity to analyze and synthesize
  - possession of an extensive knowledge base
  - a superior use of lawyer skills.

**Good**

- (B+, B, B-) The work meets the client's needs in most respects, evidenced by -
- a strong grasp of the issues and subject matter
  - some critical and analytical ability
  - an understanding of the applicable law and procedures
  - a good use of lawyer skills.

**Fair**

- (C+, C, C-\*) The work meets the client's main needs, evidenced by -
- an adequate grasp of the issues and subject matter
  - an ability to develop solutions to the client' s problems
  - a basic use of lawyer skills.

**Marginal**

(D\*)

**Failure**

- (F) The work does not meet the client's needs, evidenced by little or an insufficient -
- grasp of the issues and subject matter
  - critical and analytical ability
  - understanding of the applicable law and procedures.

**Additional Information for AR**

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

**Part III Other Information**

**Keyword Syllabus**

- Plain English and Editing
- Problem Solving/Planning
- Drafting Correspondence
- Drafting Transactional and Commercial Documents

**Reading List**

**Compulsory Readings**

Title	
1	See Course Guide

**Additional Readings**

Title	
1	See Course Guide
2	Online English Resources

3	The English Language Centre link is: <a href="http://www.cityu.edu.hk/elc/">http://www.cityu.edu.hk/elc/</a>
4	The Self-Access Centre link is: <a href="http://www.cityu.edu.hk/elc/SAC.html">http://www.cityu.edu.hk/elc/SAC.html</a>