

CAREER PATHS

LAW (Book 3)



ENGLISH FOR LAW

WRITING 2

BOOK 3



UNIT 1

TIME MANAGEMENT

You are a lawyer. Use the reading passage to write a memo to your assistant delegating some of your work (100-120 words).

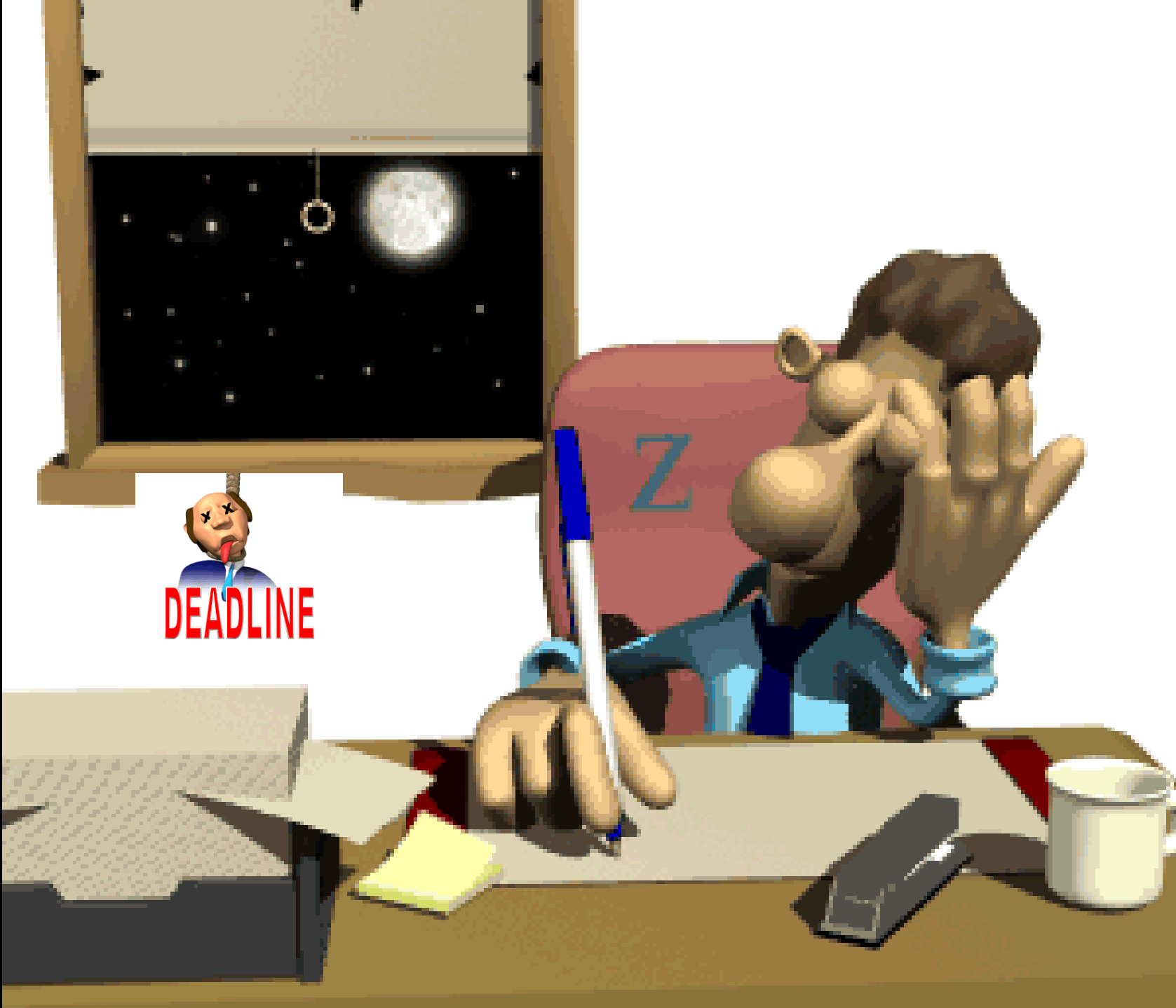
Consider the following questions:

What do you need to accomplish today?

Which tasks do you want your assistant to do?

Which tasks in the list are most urgent and why?





UNIT 2. CALENDARS





Writing

Consider:

- *How you currently track employees' appointments*
- *The problems with the current system*
- *The advantages of using calendar software*

- You are a legal secretary in a *law firm*. Use the reading passage to write an email (100-120 words) to the boss suggesting why calendar software would be beneficial

.

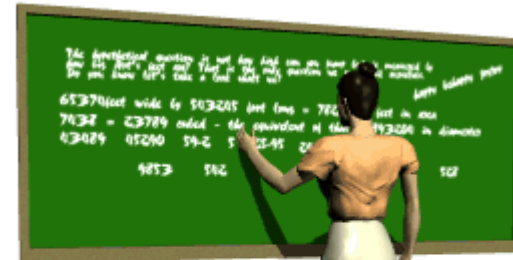
UNIT 3.

DOCUMENT RETENTION



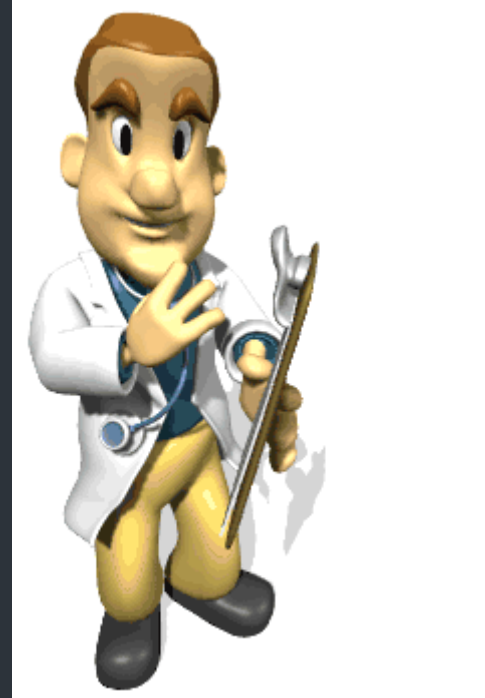
WRITING

You work in a law firm. Use the reading passage to write a memo to the staff outlining why it is important to keep documents (100-120 words).



UNIT 4

LEGAL BILLING





You work in a law firm. Use the reading passage to write a letter confirming the rates of a senior partner.

Consider:

- *What is the senior partner's hourly rate & retainer fee?*
- *Is the retainer fee refunded?*
- *What option is available for paying contingency fees?*