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Legal Writing and Analysis for Paralegals Seminar  
April 7-11, 2003  
Columbia, South Carolina

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Agenda

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Monday, April 7, 2003

8:00 - 8:30 AM	Registration
8:30 - 9:00 AM	Welcome and Administrative Remarks
9:00 - 9:30 AM	Overview of the Course
9:30 - 10:00 AM	Legal Argument: the Big Picture
10:00 - 10:20 AM	Break
10:20 - 12:00 PM	Identifying Relevant Rules, Standards, And Holdings
12:00 - 1:30 PM	Lunch
1:30 - 3:00 PM	Workshop: Identifying Relevant Rules, Standards, and Holdings
3:00 - 3:30 PM	Break
3:30 - 5:00 PM	Arguing from Rules, Standards, and Holdings
5:00 PM	Recess

Tuesday, April 8, 2003

8:30 - 10:00 AM	Workshop: Arguing from Rules, Standards, And Holdings
10:00 - 10:20 AM	Break
10:20 - 12:00 PM	Organizing and Drafting the Argument Part

Of the Memo

12:00 - 1:30 PM	Lunch
1:30 - 3:00 PM	Drafting the Introduction and the Statement of Facts
3:00 - 3:30 PM	Break
3:30 - 5:00 PM	Bluebook Citation and Style Rules; Persuasive Writing Techniques
5:00 PM	Recess
7:00 - 9:00 PM	Read Cases for Project and Identify the Pertinent Rules, Standards, and Holdings

Wednesday, April 9, 2003

8:30 - 9:30 AM	Review of an Advocacy Memorandum
9:30 - 10:30 AM	Group Meetings
10:30 - 1:45 PM	Group Meetings with Instructor
11:45 - 1:45 PM	Lunch
1:00 - 5:30 PM	Individual Work on Writing Project (Instructor Available for Individual Consultations.)

Thursday, April 10, 2003

8:30 - 12:00 PM	Individual Work on Writing Project (Instructor Available for Individual Consultations.)
12:00 PM	Project Submitted to Instructor; Recess
12:00 - 1:00 PM	Lunch

Friday, April 11, 2003

8:00 - 11:15 PM	Students Meet with Individual Reviewers for Critiques on Writing Project at Assigned Times During this Period
8:00 - 8:45 AM	Principles of Oral Presentation
8:45 - 9:45 AM	Preparation for Oral Presentation
9:45 - 10:00 AM	Break
10:00 - 11:15 AM	Discussion and Presentation of the Written Advocacy Memo (Students Will Attend this Session When They Are Not Scheduled to Meet with Individual Reviewers.)
11:15 AM	Evaluations and Adjournment