

Subject	LAW 6802 Contract Drafting Abrams, Robert
Professor	Abrams, Robert
Learning Management System	TWEN
Text and Material Information	Garner's Coursebook on Drafting and Editing Contracts, West Academic Publishing, ISBN 978-1-68467-028-4 (2020)
Assignment Detail	<p style="text-align: center;">Contract Drafting First Week Assignments VERY IMPORTANT STEPS TO TAKE AS SOON AS POSSIBLE Obtain access to the text, preferably by procuring your own copy. Sign up for the course on TWEN. Please read the syllabus. Complete and submit using the provided link the Pre-Class Survey https://www.surveymonkey.com/r/contractdraftingfall23 by the evening of Monday, August 14, 2023 Complete Exercises 1 and 2 on the due dates set out below. Contract Drafting Exercise 1 To be completed prior to class of August 15, 2023</p> <ol style="list-style-type: none"> 1. Be sure you have access to the text before class starts. It is both a teaching tool and a reference book. It is a 2020 publication, used books should be available. The library will have a reserve copy, 2-hour limit, do not monopolize it. (West Academic has had some special offers that included a FAMU student discount code on the book in the past, including e-access while the physical book is in transit) 2. Look closely at the table of contents and the index and become familiar with how the book is organized and where things can be found when you need them. It has both page and section numbering. We will more often refer to sections when talking about topics, but also to pages when we are talking about the exercises in the text or specific examples in the book's "NOT THIS ... BUT THIS" examples. 3. When you are assigned a section to read, even if none of the text's exercises are assigned, look at a few of the exercises to see what they entail.

<p>Assignment Detail</p>	<p>4. Prepare to standardize your drafting for this class using the concepts found in §§24-26 and 35-36, also being aware of §§37-46 as additional things to try to emulate.</p> <p>5. Make a list of other resources that seem likely to you to be useful in drafting contracts, similar legal documents, and other items that you anticipate a lawyer will need to draft such as settlement agreements (which are, in essence, contracts), MOUs, some types of client communications, etc. Do not include highly technical subject areas, such as securities offerings or regulations, wills and trusts, patent-related documents, etc.</p> <p>6. For the sources on your list in response to the previous item, be prepared to describe to others how and where they can be accessed.</p> <p>7. Think about document storage and accessibility, document security (against loss and unauthorized access), and version control. If you are in a practice that does not provide a good commercial system that addresses all of these things (and key practice matters, such as due dates), how would you organize your drafting habits to address these concerns?</p> <p>8. Being honest, do you always use spell check before sending documents or emails? Do you always re-read the document before you send it on? Do you always look closely at the recipients list before sending an e-mail? Do you check e-mail addresses to be sure they are correct before sending?</p> <p>Contract Drafting Exercise 2</p> <p>To be submitted by noon of Thursday August 17, 2023</p> <p>9. Draft a client retention letter for a type of practice of your choice. Students have chosen things as diverse as legal aid, personal injury, business and corporate representation, and appellate work.</p> <p>10. You may use any materials of your choice or draft from scratch. If you do use materials, be prepared to mention where you found them and the information called for by the Assignment Cover Sheet.</p> <p>11. Read Garner §§1-3, 12, and 17.</p>
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