

Abdelhafid Boussouf University Center

Faculty of Law and Political Sciences

Departement of Law

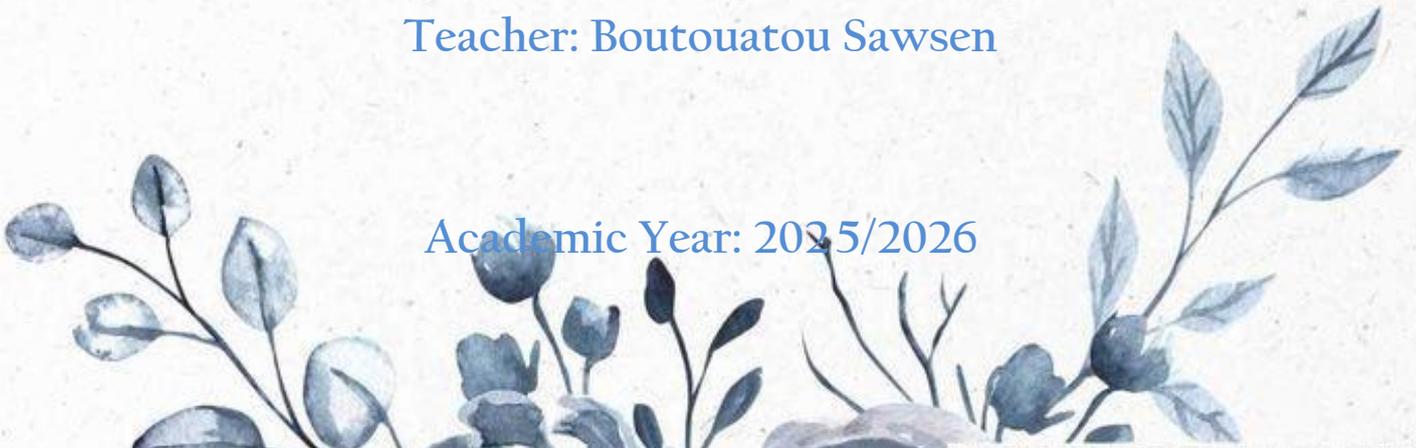
Module: Legal English

Lesson One: Legal Writing and Drafting

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Academic Year: 2025/2026



1. Introduction to Legal Writing

Legal writing is a specific style of writing used in legal documents such as contracts, notices, and official correspondence. It is different from everyday English because it must be **clear, precise, formal, and unambiguous**.

الكتابة القانونية هي أسلوب خاص يُستعمل في العقود، الإشعارات، والمراسلات الرسمية. تختلف عن اللغة اليومية لأنها يجب أن تكون دقيقة، رسمية، ولا تحتمل أكثر من تفسير.

In legal English:

- We avoid contractions (don't → do not).
- We use formal verbs (pay → shall pay).
- We use fixed expressions.

2. Definitions in Legal Texts

Definitions are used to clarify the meaning of important terms.

Examples:

“Tenant” means the person who rents the property under this agreement.

“Contract” refers to a legally binding agreement between two or more parties.

3. Clauses in Legal Writing البنود

A clause is a formal provision in a legal document.

Common characteristics:

- Use of **shall** (for obligation)
- Clear subject and action

Examples:

The tenant shall pay the rent on the first day of each month.

The contract shall remain valid for a period of one year.

في اللغة القانونية، كلمة *shall* تُستعمل للتعبير عن الالتزام القانوني.

4. Legal Notices الإشعار القانوني

Legal notices are formal announcements that have legal effect.

Example:

Notice is hereby given that the lease shall terminate on 31 December 2025.

"hereby" تعني "بموجب هذا" وهي كلمة شائعة في النصوص القانونية.

5. Practice Exercises

Exercise 1: Rewrite in legal English

1. You must leave the apartment next month.
2. I will pay you the money later.....

Exercise 2: Drafting

Write a short clause about payment using the word *shall*.

Summary

Legal writing requires formality, precision, and fixed structures such as definitions, clauses, and notices.
