

TABLE OF CONTENTS

<i>Foreword</i>	XIII
<i>Introduction</i>	XVII

CHAPTER 1

HOW TO BEGIN PREPARING TO DRAFT IN ENGLISH

1.1. The Rules of Grammar Apply in Law	2
a) Use the subject, verb, object formula	2
b) Avoid splitting infinitives	3
c) Limit the use of “ <i>Of</i> ”	3
d) Use pronouns	4
e) Use phrasal verbs	4
f) Write numbers and dates correctly	6
g) Check for punctuation mistakes	7
1.2. Common Pitfalls for Italian Legal Practitioners	7
a) Doing twice the necessary work	7
b) Using the semicolon instead of the period at the end of a sentence	8
c) Failing to recognize and use synonyms correctly.	10
d) Failing to choose language artfully	12
e) Using false friends	13
f) Confusing advanced vocabulary and legal English vocabulary	14

CHAPTER 2

THE RULES OF LEGAL DRAFTING

2.1. General Rules	44
a) Order your document logically	44
b) Create a reader friendly document	50
c) State the rule not the exception	53
d) Use definitions and defined terms carefully	54
e) Use acronyms carefully.	57
f) Edit, revise, edit, revise, then proofread.	59
2.2. English Specific Rules.	64
a) Substitute legalese whenever possible and use plain English	64
b) Write short sentences and concise paragraphs	68
c) Verbs: use the active voice, present tense and avoid nominalizations	68
d) Say something negative in a positive way.	72
e) Watch out for double negatives	73
f) Avoid redundancies	73

g) All written language should make sense when spoken.	75
h) Use the singular form instead of the plural	75
i) Limit the use of “ <i>shall</i> ”	77

CHAPTER 3 STYLE CONSIDERATIONS

3.1. Types of Written Ambiguity	85
3.1.1. Syntactic Ambiguity	85
a) Word Meaning Mistakes	85
1. Placing a verb with “-ing” in front of a noun	85
2. Using nominalizations	85
3. Excessive use of indefinite pronouns.	85
4. Using plural nouns instead of singular nouns.	85
5. Misusing “and”	86
6. Using “and/or”	86
7. Using “or” instead of “neither....nor”	86
b) Word Order Mistakes	87
1. Misplacing times or dates.	87
2. Confusing date ranges	87
3. Misplacing modifiers	89
3.1.2. Semantic Ambiguity	89
3.1.3. Contextual Ambiguity	90
3.2. Vagueness	91
3.2.1. Statutory Ambiguity	92
a) The Rules of Statutory Interpretation	92
1. The Use of Definitions and Plain Meaning or the Literal Rule	94
2. The Use of Proper Grammar	95
3. The Golden Rule	96
4. The Mischief Rule.	97
5. The Purposive or Modern Approach	97
b) Canons of Statutory Construction	98
1. Noscitur a Sociis	99
2. Ejusdem Generis.	99
3. Expressio Unius Est Exclusio Altrius	99
4. In Pari Materia	100
5. Generalia Specialibus non Derogant	100
6. Rule of Lenity.	101
7. Scienter	101
8. Ignorantia Juris non Excusat	102
3.2.2. Conflicts of Law.	102
3.2.3. Contract Ambiguity	102
a) The Rules of Contract Interpretation.	103
1. Plain and Ordinary Meaning of Express Terms	103
2. Four Corners Rule	103
3. The Use of Definitions	104
4. Priority.	105
5. Extrinsic Evidence	105
6. Implied Terms	107
7. Purposive or Most Commercially Sensible Interpretation	107
b) Canons of Contract Construction	108
1. Ejusdem Generis.	108

2. Expressio Unius Est Exclusio Alterius	108
3. In Pari Materia	108
4. Reddendo Singula Singulis	109
5. Contemporanea Expositio	110
6. Falsa Demonstratio non Nocet	111
7. Verba Fortius Accipiuntur Contra Proferentem or simply Contra Proferentem	111
8. Ut Res Magis Valeat Quam Pereat and Valeat Quantum Valere Potest	113
3.3. Organizational Style	113
3.3.1. Explanatory Documents	116
3.3.2. Interpretive Documents.	120
3.3.3. Persuasive Documents.	127

CHAPTER 4

CHOOSE THE RIGHT FORMAT

4.1. Letters	135
4.1.1. Standard Letter Components.	136
a) Letterhead	136
b) Date	137
c) Recipient's address.	137
d) Attention line	137
e) Subject line	137
f) Salutation	137
g) Text or Body.	138
h) Closing	138
i) Signature	139
4.1.2. Standard Formats	139
a) Full Blocked Format	139
b) Modified Blocked Format	141
c) Indented Blocked Format.	142
4.2. Email	143
4.2.1. The Drafting Rules for email	144
a) Order the recipients logically	144
b) Reply privately and use Cc properly	145
c) Write a meaningful subject line	146
d) Do not cry wolf.	147
e) Prevent premature sending.	148
f) Respond in a timely manner.	149
g) Start and close every email with a salutation	151
h) Address the recipient with the appropriate name	151
i) State your name clearly	152
j) Format logically and professionally	153
k) Think twice before using a disclaimer	154
l) Be wary of graphics and logos	155
m) Answer all questions and pre-empt new questions	155
n) Be brief	157
o) Delete unrelated threads	157
p) Do not bury your answer	159
q) Do not type in all capital letters	160

- r) Grammar and punctuation count 160
- s) Use contractions 161
- t) Avoid non-standard abbreviations and emoticons 161
- u) Spell check everything 162
- v) Remove “*ist*” language 162
- w) Be conscientious when sending an attachment 163
- x) Never copy or forward a message or attachment without permission . . 165
- y) Think twice before sending confidential information 166
- z) Read the email out loud to check for tone 166
- aa) Do not joke around 167
- 4.3. Memoranda 168

CHAPTER 5
BINDING DOCUMENTS

- 5.1. What is a Contract? 171
 - 5.1.1. Classifying Contracts 174
 - a) Bilateral and unilateral contracts 174
 - b) Formal and informal contracts 174
 - c) Express and implied contracts 175
 - d) Executory and executed contracts 176
 - e) Public contracts 176
 - f) Donations and gifts 177
 - 5.1.2. Contract Format 178
 - a) Contract and letter format 178
 - b) Non-Disclosure Agreements (NDA) and Confidentiality Agreements . . 182
 - 5.1.3. When is a Contract Binding? 183
 - a) Non-contemporaneous signing dates 183
 - b) Counterparts 184
 - c) Exchange of negotiation documents 185
 - d) Letters of Intent (LOI), Memorandum of Understanding (MOU),
Term Sheet, Agreement in Principle and Heads of Agreement 186
 - e) Conditions 192
 - 5.1.4. Contract Language Considerations 192
 - a) The rules of drafting apply 192
 - b) Promissory and policy language 193
 - c) Terms of art and complicated language 194
 - d) Proper titles and abbreviations 196
 - 5.1.5. Contract Organization 197
 - a) Contract outline 197
 - b) Classification of contract information 198
 - c) Sequence of contract information 203
- 5.2. Anatomy of a Contract 205
 - 5.2.1. The Contract Face 205
 - a) Title 205
 - b) Preamble 205
 - c) Recitals 206
 - d) Words of agreement 208
 - 5.2.2. The Contract Body 208
 - a) Subject matter vs. scope vs. purpose vs. grant 209
 - b) Definitions and defined terms 210

c) Purchase price vs. salary vs. commission vs. royalty	212
d) Duration vs. term	215
e) Territory	216
f) Closing	216
g) Representations and warranties	217
h) Indemnification and limitations of liability	219
5.2.3. The Contract Arms and Legs	220
a) Covenants	221
b) Conditions	222
c) Discretionary authority	223
d) Termination	223
e) Remedies	228
f) Alternative dispute resolution (ADR)	230
g) Adjudication	232
h) Amendments	232
i) Assignment and delegation	233
j) Waiver	234
k) Severability	234
l) Entire agreement or integration clause	235
m) Notices	235
n) Counterparts	235
o) Signatures	236
p) Anti-fraud protection	237
<i>Quick Guide to Contract Terms</i>	241
<i>Works Cited</i>	251
<i>Cases Cited</i>	257