

## THE STYLE OF LEGAL WRITING

*Sh. Mavutova*<sup>1</sup>

*(Supervisor: Ibodullayeva Maftuna Habibulloyevna)*

**Abstract:**

This article provides specific conventions and guidelines to ensure accuracy and consistency in writing legal writing. It will explore the key features of legal writing and how it is used in various contexts within the legal formatting.

**Key words:** legal writing, professionalism, document, language, style, formality.

**doi:** <https://doi.org/10.2024/qw94je31>

---

---

Language and style in legal writing play a crucial role in conveying information accurately, clearly, and persuasively. Here are some key considerations for language and style in legal writing:

1. **Clarity and Precision:** Legal writing should be clear, concise, and precise to ensure that the intended message is communicated effectively. Avoid using overly complex language, jargon, or unnecessary words that may confuse the reader.

2. **Formal Tone:** Maintain a formal and professional tone in legal writing to convey authority and credibility. Avoid slang, colloquialisms, or overly casual language that may detract from the seriousness of the legal content.

3. **Use of Legal Terminology:** Incorporate relevant legal terminology and terms of art where appropriate to accurately describe legal concepts, principles, and provisions. Define terms that may be unfamiliar to the reader or provide context to ensure understanding.

4. **Active Voice:** Use the active voice in legal writing to make sentences more direct, engaging, and clear. Active voice emphasizes the doer of the action and can help improve readability and comprehension.

5. **Avoid Ambiguity:** Be precise in your language to avoid ambiguity or misunderstanding. Clearly define terms, provide context, and use examples or illustrations to clarify complex concepts or legal arguments.

6. **Logical Structure:** Organize your legal writing in a logical and coherent structure, with clear introductions, transitions between sections, and conclusions that summarize key points. Use headings, subheadings, and signposts to guide the reader through the document.

7. **Consistent Formatting:** Maintain consistent formatting throughout your legal document, including font style, size, spacing, margins, and alignment. Consistency in formatting enhances readability and professionalism.

8. **Citations and References:** Properly cite legal authorities, statutes, cases, regulations, and other sources of law in accordance with the relevant citation style (e.g., Bluebook, APA). Provide accurate references to support your arguments and demonstrate thorough research.

---

<sup>1</sup> *Mavutova Shakhlo Tulkin kizi, student of Samarkand State Institute of Foreign languages*

9. **Avoid Redundancy:** Eliminate redundant phrases, unnecessary repetition, or excessive wordiness in legal writing. Be concise and precise in your language to convey information efficiently without sacrificing clarity.

10. **Proofreading and Editing:** Thoroughly proofread and edit your legal writing to correct errors in grammar, spelling, punctuation, syntax, and formatting. Consider seeking feedback from colleagues or legal professionals to ensure accuracy and effectiveness.

Plan all three parts: the beginning, the middle, and the end

Virtually all expository writing should have three parts: an introduction, a main body, and a conclusion.

**A Proper Opener** The ideal introduction concisely states the exact points at issue. Stripped of all extraneous matter, the intro serves as an executive summary: it places the essential ideas before the reader.

**A Satisfactory Middle** The middle should with a series of headings and subheadings develop the reasoning by which the writer seeks to prove the affirmative or the negative of the issues stated in the introduction. How do you do that? First, select the main ideas that prove your conclusion. Then, arrange them in a way that shows the relations they naturally bear to one another and to the essential idea or ideas. All the main headings and subheadings should drive the reader toward your conclusion.

**A Strong Closer** The conclusion should briefly sum up the argument. If you are writing as an advocate, you will need to show clearly what the decision-maker should do and why. A good way to do this is to answer the questions posed in the opener. To summarize effectively, be sure that you include the issues, the answers, and the reasons for those answers. Introduce each paragraph with a topic sentence [2, 101].

Although it is possible to put a topic sentence last or in the middle, the best approach is almost always to open the paragraph with it. By stating the controlling idea, a topic sentence will lend unity to a paragraph, which typically begins with a shift in focus from what preceded. The topic sentence will reorient readers to this new focus. And with well-introduced paragraphs, the writing becomes much more skimmable: readers who are in a hurry will get your point efficiently. Good writers think of the paragraph not the sentence as the basic unit of thought. The topic sentence ensures that each paragraph has its own cohesive content. A good topic sentence centers the paragraph. It announces what the paragraph is about, while the other sentences play supporting roles [1, 43].

**Bridge between paragraphs**

Despite the topic sentence's importance in announcing the topic, the more important function of a paragraph opener is to provide a transition. That is, every paragraph opener should contain a transitional word or phrase to ease the reader's way from one paragraph to the next. Readers will then immediately see whether the new paragraph amplifies what has preceded, contrasts with it, or follows it in some other way. Almost invariably, a good paragraph opener establishes a connection by using one or two of these possible devices:

- Pointing words—that is, words like this, that, these, those, and the.
- Echo links—that is, words or phrases in which a previously mentioned idea reverberates.
- Explicit connectives that is, words whose chief purpose is to supply transitions (such as further, also, therefore). Prefer the active voice over the passive [3, 34].

Remember it this way: if you are active, you do things; if you are passive, things are done to you. It is the same with subjects of sentences. In an active-voice construction, the subject does something (The court dismissed the appeal). In a passive-voice construction, something is done to the subject (The appeal was dismissed by the court). Prefer the active voice over the passive

## International Conference

### ADVANCED METHODS OF ENSURING QUALITY OF EDUCATION: PROBLEMS AND SOLUTIONS

Remember it this way: if you are active, you do things; if you are passive, things are done to you. It is the same with subjects of sentences. In an active-voice construction, the subject does something (The court dismissed the appeal). In a passive-voice construction, something is done to the subject (The appeal was dismissed by the court).

#### Minimize definitions

If you have more than just a few, put them in a schedule at the end not at the beginning. You will find that most contracts begin with definitions. That is all right if the document contains three or four of them. But if it has several pages of them, the definitions become a major obstacle.

#### Delete every shall

Shall is not plain English. Shall is not a part of your everyday vocabulary, except in lighthearted questions that begin, «Shall we? » But legal drafters use shall incessantly. They learn it by osmosis in law school, and the lesson is fortified in law practice. Ask a drafter what shall means, and you will hear that it is a mandatory word opposed to the permissive may. Although this is not a lie, it is a gross inaccuracy [4, 76].

#### Prefer the singular over the plural

You will find an age-old provision in statutes and contracts: «The singular includes the plural; the plural includes the singular» Only the second part of this formulation has ever really mattered. For example, if an ordinance says, «People may not set off fireworks within the city limits» the plural words people and fireworks create several problems. First, does the ordinance apply only to people who work in groups, but not to individuals? Second, even if it does apply to individuals, does not the phrasing imply that everyone gets a freebie? That is, only fireworks are forbidden, but if you shoot off just one.... (Some would make it a big one.) Third, what constitutes a violation? If you set off 30 fireworks in 30 minutes, how many times have you violated the ordinance? Once or 30 times? But if the ordinance says, «No person may set off a firework» it avoids all those problems. That is the beauty of the singular [5, 109].

#### Prefer numerals, not words, to denote amounts. Avoid word-numeral doublets

To maximize readability, spell out the numbers one to ten only. For 11 and above, use numerals they are more economical. Compare just how many characters you save by writing 73 as opposed to seventy-three. For the busy reader, even milliseconds add up.

By paying attention to language and style in legal writing, you can enhance the clarity, professionalism, and persuasiveness of your legal documents, briefs, memoranda, contracts, or other written materials. Effective communication through language and style is essential for conveying complex legal concepts and arguments in a clear and compelling manner.

## References:

- [1]. Antonio Gidi. *Legal Writing Style*. West Academic Publishing. March 28, 2018. 304 p.
- [2]. Bryan A. Garner. *Legal Writing in Plain English, Second Edition*. University of Chicago Press. June 5, 2001. 227 p.
- [3]. Christine Coughlin. *A Practical Guide to Legal Analysis*. Carolina Academic Press. 2008. 404 p.
- [4]. Deborah E Bouchoux. *A Practical Reference*. New York Wolters Kluwer, 2017. 370 p.