



### *Module Syllabus*

<b>Module Title:</b>	<b>Expression and legal drafting</b>	<b>Module No: 420335</b>
<b>Pre-requisite:</b>		<b>Co-requisite:</b>
<b>Module level: Third level</b>	<b>Module Type: specialization requirement elective</b>	
<b>Credit Hours: 3 Credit Hours</b>	<b>Lecture Time</b>	<b>Daytime Study      Evening Study</b>
<b>Programme of Study: Daytime &amp; Evening Study</b>		

<b>Instructor Name</b>	<b>Academic rank</b>	<b>Office Phone</b>	<b>Office Number</b>	<b>E-mail</b>

<b>Module coordinator</b>	<b>Academic rank</b>	<b>Office Phone</b>	<b>Office Number</b>	<b>E-mail</b>
<b>Dr. Fuad Sartawi</b>	<b>Participant professor</b>	<b>384</b>	<b>307</b>	<a href="mailto:F_Sartawi@philadelphia.edu.jo">F_Sartawi@philadelphia.edu.jo</a>

<b>Office Hours</b>	<b>Special Educational Guidance</b>	<b>Tutorial Guidance</b>	<b>Research</b>

#### **Module Description:**

This course deals with the principles of legal formulation (expression) insofar as the denotation of texts, “the signification of the sentence and the signification of the sign”; moreover, the relation of law to logic and the principles of legal interpretation stipulated in the civil code and the Ottoman Majalah- and the skills of analysis and commentary on legal texts and judicial decisions. This course also includes the skills of preparing pleadings, coupled with the formulation of contracts and agreements, and the various forms of legal writing throughout the stages of legal activity

**Module Aims:** This module aims to:

1. develop students skills in expressing their ideas in an intact free of mistakes Arabic, in addition to developing their ability to use serious and effective expressions related to their professions
2. develop students skills in using Arabic in writing legal research papers, articles and expressions in compliance with scientific methodology
3. enable students to develop and enhance their written and oral skills, in addition to becoming abreast with the facts related to the principles of legal drafting

**Learning Outcomes** *(Knowledge & understanding, intellectual skills, practical skills & transferable skills)***At the end of this module, a student will be able to:**

A/1 understand the principles of intact legal formulation and methodologies of sound expression of ideas both orally and/or written

A/2 display advanced knowledge of the linguistic and rhetoric basis and methodologies in legal activities; written as well as oral, in addition to enriching students' knowledge of legal as well as linguistic terms and expressions

B/1 apply theoretic knowledge in formulation methods to actual cases and situations

B/2 analyze, interpret and assess written texts from which to deduce meanings and indications

C/3 prepare legal research papers, articles and reports along with using intact serious Arabic in compliance with a schematic scientific methodology

C/5 prepare and formulate contracts, agreements, memoranda and pleadings, along with the various legal documents using articulate Arabic

D/3 use Arabic to clarify legal expressions and to further specify its meanings and indications

**Practical Training (Depends on module Practice**

<b>Practical training in the multipurpose room</b>
<b>An outside lecturer</b>
<b>Research paper</b>

**Teaching Methods**

<b>Methods</b>	<b>Number of Lectures</b>	<b>Scores' distribution</b>
Lectures	38	80%
Multipurpose room and field visits	2	---
Student's involvement in seminars, tutorials, and group discussions	4	5%
Quizzes and Assignments	4	5%
Paper research & Essays (maximum of 3000 words)	---	10%
<b>Total</b>	<b>48</b>	<b>100%</b>

## Teaching Methods

Modes		Score	Date
Exams	First exam (written)	15%	
	Second exam (written)	15%	
	Final exam (written)	50%	
Multipurpose room and field visits			
Student's involvement in seminars, tutorials and discussions		5%	
Quizzes and assignments		5%	
Paper research essays		10%	
Total		100%	

## Module Outline

This module consists of (48) hours allocated into (16) weeks, (3) hours a week, divided as follows:

Week	Subject	Notes
1 <sup>st</sup>	General introduction to the module and illustration of module goals for students of Law. Parts of speech (noun, verb, letter). Defining each with an example	
2 <sup>nd</sup>	Predicates, features, parts, basis, structural sentence, examples, parts	
3 <sup>rd</sup>	Syntactic sentences: interpretative, stative, functional and conditional	
4 <sup>th</sup>	Non-syntactic sentences	
5 <sup>th</sup>	Imperative, forms of imperative: recommendation, pride, authorization, threat	
6 <sup>th</sup>	Warning against, form of warning against something in language. Outcomes: recommendation, advice, threat and other significant meanings	
7 <sup>th</sup>	Inquiry or question, letters used for inquiries. Question noun, call, letters used for calling. Types of caller and its syntactic position	
8 <sup>th</sup>	Exception. Meaning, articles, types. The rules of exception following appeal through articles or nouns	
9 <sup>th</sup>	Numbers used for masculine and feminine Numbers from (1-2) (3-9)	
10 <sup>th</sup>	Numbers from (11-12) (13-19) and contract expressions (20,20,40,...). The method of reading and writing numbers	
11 <sup>th</sup>	Knowledge, nonentity: definition, traits, parts of knowledge, pronouns, (n) feminine N. the Alif for double. Waw for plural.	

	<b>Subject</b>	
<b>12<sup>th</sup></b>	<b>Knowledge, noun, nickname, metonymy, title, kanna and its sisters: meaning, its function in nominal sentences</b>	
<b>13<sup>th</sup></b>	<b>Anna and its sisters: meanings, its impact on predicates</b>	
<b>14<sup>th</sup></b>	<b>Linkinh and cutting hamza: meaning and positions</b>	
<b>15<sup>th</sup></b>	<b>Writing hamzah at the beginning, middle and/or end of a word, whether this word is static or moving</b>	
<b>16<sup>th</sup></b>	<b><i>General Review</i></b>	

### **Reading List**

#### **A- Recommended Text Book**

<b>Book Title</b>	<b>Author</b>	<b>Edition</b>	<b>Publisher</b>	<b>Publishing Year</b>

#### **B -Additional Reference** *(Student will be expected to give the same attention to these references as given to the textbook)*

<b>Book Title</b>	<b>Author</b>	<b>Edition</b>	<b>Publisher</b>	<b>Publishing Year</b>

#### **C -Legal Journals & Magazines**


#### **D -Useful Websites**


### **Attendance Policy** (See Article 8 of the University regulation Guideline)

Attendance will be taken by the instructor at the beginning of each class. **On-time** and **regular** attendance is necessary for you to successfully achieve a good mark. Habitual tardiness is considered to be rude and disruptive behavior. An absence is recorded for any reason the student fails to attend class. However, an accumulation of 15% absentia of the total module's hours result in that student will be withdrawn from the module by the module's instructor.

### **Module policy requests**

The instructor of the Module is the last person to enter and the first to leave the classroom. Therefore, students will not be permitted into the classroom once the lecture has started.

Cell phones or beepers must be either turned off or silent. If any student should receive a call during the lecture, he/she must leave the classroom immediately out of courtesy for fellow students. However, students need to bear in mind that they will not be allowed back into the classroom.

### **Expected Workload**

On average, the student is expected to spend at least ( 3 ) hours per week self-studying for this module. The student will be expected to spend 1 hour in reading the lecture's topic before the lecture's due time and half an hour for revision of the lecture.

From time to time, I will give you a quiz to examine your preparation for the lecture. This quiz will be counted towards the total average of the module.

***My role is to help you understand the module's material, so please ask if you are unclear about anything.***

### **Important Dates & Holidays**

DATE	SUBJECT	NOTE
Oct 4	The start of Ramadan	Ramadan is holiday for Evening Study students
Nov 3-5	Festival of Eid al-Fitr	Public Holiday
Nov 14	Commemoration of the late King Hussein's birthday	Public Holiday
Dec 25	Christmas Holiday	Public Holiday
Jan 1	New Year	Public Holiday
Jan 9-12	Festival of Eid Al-Adha	Public Holiday
Jan 30	Birthday of HM King Abdullah II	Public Holiday
Jan 31	Islamic New Year (Hijra New year)	Public Holiday

***Good Luck!!***