

## **Elements of Legal Argumentation I Core Grammar for Lawyers Instructions**

Good grammar is fundamental to professional legal writing. Clients, judges, and other attorneys expect attorneys to have a strong command of grammar. Sometimes, your clients' rights depend on the accurate use of grammar. You must know and be able to use basic grammar rules, as well as those rules unique to legal writing.

To ensure that you have the skills you need, Elements of Legal Argumentation I requires Core Grammar for Lawyers (CGL). CGL is an online, self-directed learning tool that allows you to work independently to develop the grammar, punctuation, and legal writing skills critical to success in ELA, in law school, and in the practice of law.

CGL is worth 5% of your final grade in ELA I. To receive credit for the CGL requirement, you must complete it by **5:00 p.m., Sunday, August 27**. If you do not complete it by then, you will not receive credit.

CGL consists of a pre-test, individual grammar lessons, and a post-test. These instructions will help you purchase your CGL subscription and complete this requirement.

If you score 90% or higher on the pre-test, you will be deemed to have completed this requirement (but see Item #5 under Step Three, below). You need not take the post-test if you are satisfied with your score. However, if you wish, you may reinforce your skills and knowledge by doing the online exercises and taking the post-test. If you earn a higher score on the post-test before the deadline, that will be your grade for this assignment.

If you score lower than 90% on the pre-test, you must also take the post-test. The highest score you earn on the post-test before the deadline is your grade for this requirement. You should complete the lessons you did not test out of before taking the post-test. You may take the post-test as many times as you like.

Although you are not required to work on this material over the summer, you may find it useful and advantageous to complete this requirement before classes begin, and if you can, we encourage you to do so.

## **Step One: Purchase a Subscription**

1. Go to <http://coregrammar.com/getcgl> and complete the form.
2. Select New Mexico for your state and University of New Mexico School of Law for your school. (You will not enter a course code because we do not yet know which section you'll be assigned to. You can enter your course code later.)
3. On the payment page, enter UNML2017 in the Access Code field to receive a discount towards the purchase price of a one-year subscription. You may purchase a longer subscription, but this is not required.
4. Enter your credit card information, verify the purchase, and create your Core Grammar for Lawyers account.
5. Be sure to consult with the financial aid office before you make this purchase.

## **Step Two: Complete the Pre-Test**

1. Log in at <http://coregrammarforlawyers.com>.
2. Click on the link called "Bookshelf" and launch the pre-test. The pre-test is required for all students.
3. You should complete the pre-test as soon as possible so you have time to work on any lessons you need to review before the post-test.
4. Do not consult outside resources or other students when you take the pre-test; it is a closed-book assignment intended to measure your current command of these grammatical concepts.
5. If you earn a 90% or higher on the pre-test and you are satisfied with your score, you are finished with this requirement, but we encourage you to work on the exercises for which you received lower scores.

### **Step Three: Do the Online Exercises**

1. You may do the online exercises in whatever order makes the best sense to you. The program guides you to the lessons that you need most.
2. Remember that if you did not receive at least a 90 on the pre-test and you do not complete the post-test by **5:00 p.m., Sunday, August 27**, you will not receive points for this requirement.
3. You may study the CGL lessons together, but when you do the exercises, the answers you submit must be entirely your own. Furthermore, you may not work together on the post-test or consult any outside materials. The post-test is a closed-book graded assignment.
4. Although Book E is not required this semester and it will not be included on the post-test, you may want to review those lessons. They will help you create proper citations in your legal writing class.
5. NOTE: if your written work during the semester reveals areas in which your command of grammar could be improved, your professor may ask you to complete or re-do the applicable exercises (even if you tested out of them or completed them, and even if you have otherwise satisfied the CGL requirement).

### **Step Four: Use the Resource**

1. Throughout the year, use CGL as a reference when you are drafting writing assignments, cover letters, and other important documents.
2. Before submitting any major writing assignment, review the applicable lessons or re-take the post-test as a refresher on important grammar, punctuation, style, and citation matters. Then edit your assignment.