

**City University of Hong Kong
Course Syllabus**

**offered by School of Law
with effect from Semester A 2024/2025**

Part I Course Overview

Course Title: Commercial Writing and Drafting

Course Code: PLE5054

Course Duration: Semester B

Credit Units: 2

Level: P

Medium of Instruction: English

Medium of Assessment: English

Prerequisites:
(Course Code and Title) Nil

Precursors:
(Course Code and Title) Nil

Equivalent Courses:
(Course Code and Title) Nil

Exclusive Courses:
(Course Code and Title) Nil

Part II Course Details

1. Abstract

This course aims to prepare students to write letters of advice and draft commercial agreements in plain English that address client needs.

2. Course Intended Learning Outcomes (CILOs)

(CILOs state what the student is expected to be able to do at the end of the course according to a given standard of performance.)

No.	CILOs	Weighting (if applicable)	Discovery-enriched curriculum related learning outcomes (please tick where appropriate)		
			A1	A2	A3
1.	Apply a problem-solving approach to resolving a client's issues including: <ul style="list-style-type: none"> ○ identifying client goals; ○ identifying legal issues; and ○ applying the law to the facts and recommending a solution. 		✓	✓	✓
2.	Draft documents used in the practice of commercial law in plain English, such as: <ul style="list-style-type: none"> ○ correspondence, especially advising clients in connection with commercial transactions; ○ commercial documents. 		✓	✓	✓
3.	Draft clauses as part of a commercial agreement in a new situation with or without the use of precedents.		✓	✓	✓
		100%			

A1: Attitude

Develop an attitude of discovery/innovation/creativity, as demonstrated by students possessing a strong sense of curiosity, asking questions actively, challenging assumptions or engaging in inquiry together with teachers.

A2: Ability

Develop the ability/skill needed to discover/innovate/create, as demonstrated by students possessing critical thinking skills to assess ideas, acquiring research skills, synthesizing knowledge across disciplines or applying academic knowledge to real-life problems.

A3: Accomplishments

Demonstrate accomplishment of discovery/innovation/creativity through producing /constructing creative works/new artefacts, effective solutions to real-life problems or new processes.

3. Learning and Teaching Activities (LTAs)

(LTAs designed to facilitate students' achievement of the CILOs.)

LTA	Brief Description	CILO No.			Hours/week (if applicable)
		1	2	3	
1	Teaching and learning will primarily be based on problem solving activities and discussions in large and small groups involving: <ul style="list-style-type: none"> ➤ dissecting fact patterns; ➤ analyzing precedents; and ➤ planning written output. 	✓			
2	Teaching and learning will primarily be based on interactive drafting activities in large and small groups involving: <ul style="list-style-type: none"> ➤ analysis of drafting alternatives and current practices; ➤ group discussions; ➤ individual and group drafting activities; ➤ two non-assessable exercises in which feedback is provided by the instructor; and ➤ one voluntary conference with the instructor. 		✓		
3	Teaching and learning will primarily be based on an individual drafting activity and small group discussion.			✓	

4. Assessment Tasks/Activities (ATs)

(ATs are designed to assess how well the students achieve the CILOs.)

Assessment Tasks/Activities	CILO No.			Weighting	Remarks
	1	2	3		
Continuous Assessment: 0%					
Completion of exercises and satisfactory participation in tutorials	✓	✓	✓	Nil	Compulsory
Examination: 100% (duration: 3 hours)					
Final examination	✓	✓	✓	100%	Compulsory The use of Generative AI tools is not allowed.
				100%	

5. Assessment Rubrics

(Grading of student achievements is based on student performance in assessment tasks/activities with the following rubrics.)

Assessment Task	Criterion	Excellent (A+, A, A-)	Good (B+, B, B-)	Fair (C+, C, C-*)	Marginal (D*)	Failure (F)
Final Examination	To pass this course students must obtain a mark of 50%.	<p>The work meets the client's needs in all respects, evidenced by –</p> <ul style="list-style-type: none"> • a superior grasp of the issues and subject matter • good organization • a capacity to analyze and synthesize • possession of an extensive knowledge base • a superior use of lawyer skills. 	<p>The work meets the client's needs in most respects, evidenced by –</p> <ul style="list-style-type: none"> • a strong grasp of the issues and subject matter • some critical and analytical ability • an understanding of the applicable law and procedures • a good use of lawyer skills. 	<p>The work meets the client's main needs, evidenced by –</p> <ul style="list-style-type: none"> • an adequate grasp of the issues and subject matter • an ability to develop solutions to the client's problems • a basic use of lawyer skills. 		<p>The work does not meet the client's needs, evidenced by little or an insufficient –</p> <ul style="list-style-type: none"> • grasp of the issues and subject matter • critical and analytical ability • understanding of the applicable law and procedures.

* Note: The University's grades C- and D are not used in the PCLL.

Part III Other Information (more details can be provided separately in the teaching plan)

1. Keyword Syllabus

(An indication of the key topics of the course.)

- Plain English and Editing
- Problem Solving/Planning
- Drafting Correspondence
- Drafting Transactional and Commercial Documents

2. Reading List

2.1 Compulsory Readings

(Compulsory readings can include books, book chapters, or journal/magazine articles. There are also collections of e-books, e-journals available from the CityU Library.)

See Course Guide

2.2 Additional Readings

(Additional references for students to learn to expand their knowledge about the subject.)

See Course Guide

Online English Resources

The English Language Centre link is:

<http://www.cityu.edu.hk/elc/>

The Self-Access Centre link is:

<http://www.cityu.edu.hk/elc/SAC.html>