



ESOGU FACULTY OF LAW
COURSE INFORMATION FORM



Course Name	Course Code
Legal Writing and Correspondence	191117014

Semester	Number of Course Hours per Week		Credit	ECTS
	Theory	Practice		
7 th	2	0	2	4

Course Category (Credit)				
Basic Sciences	Engineering Sciences	Design	General Education	Social Sciences
				X

Course Language	Course Level	Course Type
Turkish	Undergraduate	Elective

Prerequisite(s) if any	-
Objectives of the Course	With legal writing and correspondence course, it is aimed for students to have knowledge about petition writing in general and to reinforce their abstract knowledge by using examples of judicial correspondence. In this respect, the main aim of the course is to enable fourth year students to reinforce the information they have learned during their undergraduate education with petitions and decision examples and to provide them with the skills to use the theoretical knowledge in practice.
Short Course Content	In judicial correspondence courses, general principles of judicial correspondence, general petitions and issues that should be included in official letters, petitions for lawsuit and reply, minutes, documents, receipts, reports, warrants and instructions, civil and criminal case decisions, announcements and notification documents and examples of documents related to execution and bankruptcy, examples of documents issued or approved by notaries and examples of contracts are discussed.

Learning Outcomes of the Course	Contributed PO(s)	Teaching Methods *	Measuring Methods **
1 To have a command of judicial correspondence types	1a	1,2,5,6,8	A,C,D
2 To have the knowledge and skills to write petitions correctly in terms of form and content	1a, 2c	1,2,5,6	A,C,D
3 Writing lawsuit and reply petition	1a, 5e	1,2,5,6	A,C,D
4 To have knowledge about the interim decisions and final decisions of the courts	1a,1d	1,2,5,6	A,C,D
5 To have knowledge about the transactions made in the enforcement bodies and to gain the ability to apply	1a	1,2,5,6	A,C,D
6 To have knowledge about the provisions in contracts	1a	1,2,5,6	A,C,D
7 To be able to distinguish the differences between documents issued by notaries and notarized documents	1a	1,2,5,6	A,C,D
8 To have knowledge about the transactions made in the enforcement bodies and to gain the ability to apply	1a	1,2,5,6,8	A,C,D

***Teaching Methods** 1:Expression, 2:Discussion, 3:Experiment, 4:Simulation, 5:Question-Answer, 6:Tutorial, 7:Observation, 8:Case Study, 9:Technical Visit, 10:Trouble/Problem Solving, 11:Individual Work, 12:Team/Group Work, 13:Brain Storm, 14:Project Design / Management, 15:Report Preparation and/or Presentation

****Measuring Methods** A:Exam, B:Quiz, C:Oral Exam, D:Homework, E:Report, F:Article Examination, G:Presentation, I:Experimental Skill, J:Project Observation, K:Class Attendance; L:Jury Exam

Main Textbook	Yılmaz, E., Adli Yazı ve Yazışma Usulleri, 5. Bası, Ankara 2020.
Supporting References	-
Necessary Course Material	-

Course Schedule	
1	General Principles of Legal Writing
2	General Petitions
3	Official Letters and Petitions
4	Petition for Lawsuit
5	Reply Petition
6	Minutes
7	Documents and Receipts
8	Midterm exam
9	Reports
10	Memorandums and Instructions
11	Civil Case Decisions
12	Civil Case Decisions
13	Criminal Case Decisions
14	Announcements and Notification Documents
15	Notary and Contract Samples
16,17	Final Exam

Calculation of Course Workload			
Activities	Number	Time (Hour)	Total Workload (Hour)
Course Time (number of course hours per week)	14	2	28
Classroom Studying Time (review, reinforcing, prestudy,...)	14	4	56
Homework	4	8	32
Quiz Exam			
Studying for Quiz Exam			
Oral exam			
Studying for Oral Exam			
Report (Preparation and presentation time included)			
Project (Preparation and presentation time included)			
Presentation (Preparation time included)			
Mid-Term Exam	1	2	2
Studying for Mid-Term Exam			
Final Exam	1	2	2
Studying for Final Exam			
Total workload			120
Total workload / 30			4
Course ECTS Credit			4

Evaluation	
Activity Type	%
Mid-term	40
Quiz	-
Homework	-
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Final Exam	60
Total	100

RELATIONSHIP BETWEEN THE COURSE LEARNING OUTCOMES AND THE PROGRAM OUTCOMES (PO) (5: Very high, 4: High, 3: Middle, 2: Low, 1: Very low)		
NO	PROGRAM OUTCOME	Contribution
1	To understand, analyze and comment on legal problems, to be able to discuss these issues, to offer opinions and solutions, to relate these processes to real life.	3
2	To have judgment skills and abilities in the field of law, open to cooperation with others, able to work in harmony with them, keen on research and examination, and having knowledge at a	3
3	To have the knowledge to determine the provisions to be applied to legal disputes, to have the ability to analyze, discuss and evaluate the court decisions in the relevant field.	4
4	To have skills to assimilate and carry the rules of ethics and profession.	3
5	To have skills to approach critically and creatively on the legal and social problems in terms of rule of law and ideal of justice.	2
6	To have skills to understand the differences between the theory and practice of private and public law.	3
7	To be able to comprehend the importance of lifelong learning and to analyze legal, social, cultural and similar events and developments in the world, country, region and local and to be	2
8	To have the skills to conduct disciplinary and interdisciplinary research and study.	3
9	To grow up with the moral and ethical rules required by business life and to be able to use them effectively in the future.	2
10	To have skills to use vocational information technologies efficiently in solving legal problems.	2

LECTUTER(S)				
Prepared by				
Signature(s)				

Date:06.06.2024