

Title of the Course	LEGAL ANALYSES, WRITING TEXTS AND LEGAL RETHORIC		
Amount in credit points/ECTS)	3/4,5	Volume (in hours)	120
Grounding	-		
Science Sector	Legal Science		
Science Subsector	Theory and History of Law, State Law		
Summary of academic hours	Amount (academic hours)		
Distance learning	60		
Contact hours / video lessons	12		
Exercises, self – assessment questions and tests	30		
Individual work/ discussions in distance	16		
Exams/tests	2		
1. level professional study programme	Law		
Author(s) of the course	Mg. Iur., Mg.soc Signe Huseka, Dr.phil. Voldemars Bariss		
Lecturer(s) of the course	Mg. Iur. Arnis Abolins		
Goal of the course:	<p>To introduce students with general questions of law theory, to explore the most important kinds of law, their contents and public relations regulated by their contents. To enrich knowledge regarding solving different legal problems and law applying. During this course, each student will be provided with practical knowledge of how to prepare different legal texts; special attention will be paid to the development of legal acts and preparation of civil contracts. To provide the orator with the necessary psychology knowledge and appropriate training of personal skills. To learn simple methods on how to convince other people. To develop skills of language culture and argumentation. To manage interaction processes in an auditory. To learn how to write, prepare and present a paper.</p>		
Requirements for obtaining credit points (structure of course evaluation):	<p><u>The final evaluation is calculated:</u> Moodle discussion/tasks – 30% Exam – 70% <i>For obtaining final evaluation, both activities should hold successful evaluation – not below 4 points.</i> <i>Final evaluation is the average grade in 10-point system, in proportion of percentage distributed amongst both activities</i></p>		
Study Results			
<p>1. <i>Knowledge:</i></p> <p>1.1. Know and understand kinds of legal norms and application terms;</p> <p>1.2. Know the specific of writing legal texts;</p> <p>1.3. Know how to prepare different kinds of documents, projects of legal acts and agreements in legally correct manner;</p> <p>1.4. Know general principles of legal rhetoric;</p> <p>2. <i>Skills:</i></p> <p>2.1. Able to analyse, choose and apply correct legal norms;</p>			

2.2. Able to prepare legal texts for different purposes by writing the content of the text according to the overall requirements of document drafting and legal technique, as well as to take into a consideration the specifics of the kind of the document.

2.3. Able to speak publically by presenting own opinion accordingly and using methods of legal rhetoric.

3. *Competences:*

3.1. Able to find, interpret and apply legal acts and general legal principles independently;

3.2. Able to draft projects of internal and external regulatory acts, agreement and other kinds of legal documents, to structure texts accordingly, as well as, according to the specific situation, to choose the appropriate legal norms for drafting the document.

3.3. Able to prepare speech, based on legal arguments, to any situation.

Content of the Course

No.	Subjects	Contact hours/ video audio lessons	Distance learning	Exercises, self-assessment questions and tests	Individual work/ discussions in distance	Exams/tests
1.	Meaning and description of Law	12	5	3	1	2
2.	Sources of law		5	3	2	
3.	Norms of law		5	3	2	
4.	Realisation of norms of law		5	3	1	
5.	Basics of writing legal documents		5	3	1	
6.	Legislative act drafting		5	3	1	
7.	Preparation for drafting an agreement		5	2	1	
8.	Agreement drafting		5	2	1	
9.	Orator and auditory – communication skills, risk analyses		5	2	1	
10.	Methodology of preparing speeches. Convincing as a way of impacting people		5	2	1	
11.	Preparation of presentation. Argumentation		5	2	2	
12.	Performance. Video-training		5	2	2	
TOTAL:		12	60	30	16	2

120
Mastering the course and successfully passing examination, student is capable of (*knowledge, skills and competencies*)

Study Results:	Evaluation Criteria		
	(40-69%)	(70-89%)	(90-100%)
Knowledge			
Know the kinds of legal norms and application requirements	Have overall knowledge, however cannot explicitly explain each question of state and law history and their impact and to justify the opinion	Have good knowledge, able to explain explicitly each question of essence and meaning of state and law history, however cannot justify own opinion	Have excellent knowledge, able to explain explicitly each question of state and law history and justify own opinion
Know the specifics of writing legal texts	Have superficial knowledge about the specifics of writing legal texts, preparation requirements, however cannot justify own opinion	Have good knowledge about the specifics of writing legal texts, preparation requirements, however cannot give more detailed opinion	Are up to date with the latest changes of legislative acts in Latvia and in the world. Able to provide with reasonable and justified opinion regarding the specifics of drafting legal acts and the requirements for their preparation
Know how to draft different types of documents, projects of legal acts, and inspected agreements	Have only superficial knowledge about the requirements for drafting different kinds of documents, projects of legal acts and agreements	Have partial knowledge about the requirements for drafting different kinds of documents, projects of legal acts and agreements, some difficulties can be observed during the correct preparation	Have full knowledge about the requirements for drafting different kinds of documents, projects of legal acts and agreements, able to prepare legally correct documents, legal acts and inspected agreements
Know general principles or legal rhetoric	Have superficial knowledge about different techniques and principles of legal rhetoric	Have good knowledge about different techniques and principles of legal rhetoric	Have excellent knowledge about different techniques and principles of legal rhetoric able to

			justify their application into practice
Skills			
Able to analyse, choose and apply the appropriate legal norms	Lack of understanding about the types of legal norms, their kinds, divisions, interpretation methods and application rules	Understand types of legal norms and have partial knowledge about the interpretation methods, however have difficulties with application of legal norms in a specific problem-situation	Have excellent knowledge about types of legal norms, their interpretation methods, able to have a discussion based on arguments and justify the application of legal norms to a specific problem-situation
Able to draft legal texts for different purposes by creating contents of the text according to the general requirements of document drafting and legal technique, as well as to take the specifics of the kind of the document to be prepared	Lack of knowledge, observable difficulties in preparation of some types of legal texts according to the general requirements of document drafting and legal technique	Able to prepare legal documents for different purposes, however have partial difficulties applying the requirements of legal technique and general requirements of document drafting	Able to draft legal texts for different purposes independently by creating contents of the text according to the general requirements of document drafting and legal technique, as well as to take the specifics of the kind of the document to be prepared
Able to perform public speaking, to present own opinion accordingly, with arguments, and by using methods of legal rhetoric	Difficulties with public speaking and expressing own opinion, argumentation, have difficulties with application of methods of legal rhetoric	Able to speak publically and present own opinion on a good level, use most popular methods of legal rhetoric	Able to prepare for the legal public speaking, to perform convincingly, use different methods of legal rhetoric
Competences			
Able to find, interpret and apply legal acts and general principles of law	Observable difficulties with finding the necessary legal acts and legal principles in solving specific problem-situations independently, have	Able to find the necessary legal acts and general law principles, however have difficulties with applying them to a specific problem-situation	Able to find the necessary legal acts and general law principles, able to apply them to a specific problem-situation

	difficulties with interpretation and application of legal norms		
Able to create internal and external legal acts, agreements and different types of legal documents, to structure text, as well as to apply the appropriate legislative norms during the drafting of the document	Incomplete understanding about the requirements of drafting internal and external acts, have rough knowledge, however have difficulties to prepare legal texts, problems identifying, choosing and finding the appropriate legislation norms applicable to a specific situation	Able to prepare projects of internal and external legal acts, however lack understanding about applying the correct legislative norm	Able to prepare and develop different types of internal and external document projects, to choose the appropriate legislative norms to a specific situation
Able to prepare legally suitable speech to any situation	Has difficulties to prepare legally suitable speech to any situation	Able to prepare legally suitable speech to any situation well, able to structure the speech and make arguments	Excellent skills to prepare speech, able to find analytically the most appropriate methods of legal rhetoric by reaching the desired result

Acknowledgement of the obtained study results

Study Results	1.1.-1.4.	2.1.-2.3.	3.1.-3.3.
Evaluation Method			
Moodle discussions/tasks	X	X	X
Exam	X	X	X

Core Literature

1.	Balodis K. Ievads civiltiesībās. Rīga: Zvaigzne ABC, 2007.
2.	Scott Burnham <i>Līgumu sastādīšana</i> . – Rīga: „Petergailis”, 1995
3.	Civiltiesisku līgumu paraugi. 2. Extended edition. Study material prof. K. Torgana zinātnieciskajā redakcijā. Rīga: TNA, 2004.
4.	Cipeliuss R. Tiesību būtība. Rīga: LU, 2001.
5.	Johansen S., Broka B. Juridiskā analīze un tekstu rakstīšana. Rīga: TNA, 2010.
6.	Juridiskās metodes pamati. 11 soļi tiesību normu piemērošanā. Rīga: Ratio iuris, 2003
7.	Meļķis E. Tiesību normu iztulkošana. LU: 2000

8.	Meļķis E. Tiesību normu interpretācijas metodes, LU: 1996.
9.	Neimanis, J. Tiesību tālākveidošana. Rīga: Latvijas Vestnesis, 2006
10.	Pleps J. Satversmes iztulkošana. Rīga: Latvijas Vestnesis, 2012
11.	Rezevska, D. Vispārjo tiesību principu nozīme un piemērošana. Rīga: D. Rezevska, 2015
12.	Administratīvā procesa likums. Administratīvā procesa likuma spēkā stāšanās likums. 2. izdevums. Rīga: TNA, 2006.
13.	Dokumentu juridiskā spēka likums.
14.	Apele A. Prase runāt publiski. R.: Zvaigzne ABC, 2012
15.	Bariss V. Darba burtnīca retorikā. Metodiskie materiāli bakalauru un maģistru studijām.- R.: LLU, Jelgava, 2003.
16.	Kaminska G. Aizstāvības runa krimināllietā. – Rīga: 1995.
17.	Kaminska G. Tiesu runas kā publiskas runas sagatavošanas un izpildījums. Metodiskais materiāls advokātiem. Rīga: Zvērinātu advokātu padome, 2000
18.	Kaminska G. <i>Tiesu runas problēmas.</i> -R.: Tiesu nama aģentūra, 2002.
19.	Prokofjeva N. Lietišķo sarunu māksla.-R.: Jumava, 2006.

Additional Literature

1.	Jakubaņecs V. Tiesību norma. Rīga: P&KO, 2001.
2.	Krastiņš I. Tiesību teorijas pamatjēdzieni. Rīga: LU, 1997.
3.	Krūmiņa V., Skujiņa V. Normatīvo aktu izstrādes rokasgrāmata. Rīga, 2002.
4.	Levits E. Starp tiesību normu un tiesisko realitāti. Grām.: <i>Vispārīgās tiesību teorijas un valstszinātnes atziņas.</i> – Rīga: LU, 1997; Meļķis E. Likuma gars, likuma burts, Satversmes tiesa // <i>Latvijas Vestnesis</i> , 1997. 22.maijs, Nr.125;
5.	Ministru kabineta 2010.gada 28.septembra noteikumi Nr.916 „Dokumentu izstrādāšanas un noformēšanas kārtība”.
6.	Saeimas Juridiskais birojs. <i>Metodiskie norādījumi likumu izstrādāšanā un noformēšanā.</i> 2.izd.,1997.
7.	Paulson S. Introduction to Kelsen's Introduction to the Problems of Legal Theory. Clarendon, 2002.
8.	Комаров С. А., Маслько А. В. Теория государства и права. Москва: Норма, 2001.
9.	Нерсесянц В. С. Общая теория права и государства. Москва: Норма, 2002.
10.	Общая теория права и государства. Москва: Юрист, 2007
11.	Теория государства и права. <i>Под ред. Пиголкина А.С.</i> Москва, 2006.
12.	Eiders Dž. Efektīva komunikācija.-R.: SIA „Asja”, 1998.
13.	Geikina S. Retorikas pamati. -R.: Raka, 2003.
14.	Gušķina S., Ignatjeva L., Kurpniece R. Retorika skolā.-R.: Zvaigzne ABC, 1996. (krievu valodā)
15.	Hoffs R. I can see you naked. On Making Fearless Presentations. Endruce and McMill, 1992.
16.	Hofmanis D.K. Prezentācija un moderācija. –R.:Zvaigzne ABC, 2005.
17.	Ivins A. Pareizas domāšanas māksla. -R.: Zvaigzne, 1990.
18.	Metoks Dž., Ērenborgs J. Māksla vienoties.-R.: Jāņa Rozes apgāds, 2005.
19.	Roux Le P. <i>Selling to a Group. Presentation Strategies.</i> N-Y., 1984.
20.	Stouns D., Petons B., Hīna Š. Sarežģītās sarunas. Kā pārrunāt vissvarīgāko. -R.: Izdevniecības nams „Trīs”, 2003.
21.	Tulviste P. <i>Par domāšanas izmaiņām vēsturē.</i> -R.: „Avots”, 1990.

Recommended Periodicals

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1.	Jurista Vārds www.juristavards.lv .
2.	Latvijas Vestnesis web-page. Par likumu un valsti: www.lvportals.lv/
3.	Lūse L. Jaunami dokumentu izstrādāšanas un noformēšanas kārtībā (LV Portāls, 01.11.2010.)
4.	www.mk.gov.lv