

CML 4113: Legal Memos Made Easy

Summer 2025 Writing

Course May 29 – August 29

Apply by **April 26, 2025, 3:00 pm**

Students can choose to apply this course to either the
Fall 2025 or Winter 2026 term

Legal Memos Made Easy will give you the analysis and legal writing skills you need to stand out as a legal intern, summer student or articling student.

Fit the course work with your summer job. This course is delivered online, mostly at your own pace. You'll gain legal analysis and writing skills as you write and polish a legal memo you can use as a writing sample. You work primarily at your own pace, but there are some scheduled assignments to be completed during the summer. Students report spending three to ten hours a week completing the course modules. The Professor supports your summer work with feedback, check-in meetings, an editing class, and individual meetings before you submit your graded memo.

Anxiety free grading. We've removed grade anxiety from this course. Students tell us the grading freed them to learn from experimenting and mistakes and to more easily apply what they learned to their graded work.

50% - Complete the pass-fail modules, assignments, and skills practice activities. These are all formative, ungraded assignments intended to give you practice and feedback.

35% - Legal memo

15% - Final reflection assignment

The course builds on the legal analysis and writing skills you've developed in other courses. This is neither a remedial course nor the advanced writing leader's course. The course is not a grammar refresher and not a substitute for the broader training in CML4307 Write with Purpose.

What we're looking for: Motivated students who can work independently, are enthusiastic about using feedback and reflection to improve their legal writing, and who have writing potential (we are not looking for perfection). Students must have the discipline to work at their own pace and complete the assignments. Students commit to submitting the final legal memo and reflection by August 29, 2025.

Apply by completing [this form](#) and remember to upload the following when applying:

1. **Cover Letter:** A two- or three-paragraph cover letter saying (1) why you want to take this course, (2) why you think you fit the criteria, in particular your ability to work independently, and (3) your summer job plans.
2. **References:** In your cover letter, include the name of one common law faculty member. Do not include reference letters.
3. **Transcript:** Informal transcripts are acceptable. First-year students please include interim grades.
4. **Writing Sample:** Five pages of legal writing (not a factum) that demonstrate your writing skills. This can be a cohesive excerpt of a longer piece.

This course is by application only and is NOT listed under the on-line registration website. Once selected, the Academic Office will register students. Selections will be made by May 10, 2025.