

# *The who, what, when, where, and why of Writing Samples*

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**<https://lawlib.lclark.libcal.com/appointments/writing>**

# Welcome!

**Why** should preparing and polishing a writing sample be on my summer to-do list?

**How** do I choose a writing sample?

**What** should I do if I am not satisfied with any of my current written work?

**Where** do I offer the reader context for my writing sample?



# Why should preparing and polishing a writing sample be on my summer to-do list?

## Opportunity for reflection and revision

Not focused on classes (> more free time???)

Distanced from initial experience of writing paper > better able to catch errors

## Opportunity to update

More recent paper > better reflection of ability

More papers from which to choose > flexibility in focus



# How do I choose a writing sample?

## Selecting a sample from previously completed work

- Recency
- Representativeness
- Relevance

### **Course**

Did you receive feedback from your professor?

### **Job/Internship**

Have you asked your employer for permission to use the document?

Does the document contain confidential information that must be redacted?

Did you receive feedback from your supervisor?



# How do I choose a writing sample? (continued)

## Excerpting a sample from previously completed work

Employer's page limits

Which sections to include or omit

Where to create breaks in content

## Refining a sample from previously completed work

**Revise** - Organization, gaps, redundancies

**Edit** - Clarity of sections/paragraphs/sentences

Thesis sentences

Names and abbreviations

Paragraph length

Sentence length, voice, structure

**Proofread** - Misspellings, punctuation errors, citations



# What should I do if I am not satisfied with any of my current written work?

## Rewriting earlier work

Do not reinvent the wheel: Build on what you know now

## Creating a new sample

Ask for assignment from workplace supervisor

Ask for prompt from professor or Writing Center

If necessary...Sign up for a law school course that provides opportunity to write!



# Where do I offer the reader context for my writing sample?

## Providing an explanatory cover page

What type of document are you providing as your writing sample?

For whom did you originally write document?

VERY briefly:

What was the legal issue?

Who was your client?

What did you conclude?

Did the original version of the paper include additional sections?

If yes, what were they?

