

# PREFACE

The world is, indeed, becoming smaller. With the increasing number of agreements between international and U.S. interests the need to understand one another's legal system becomes pronounced. Our goal is to help you, the international lawyer from a different legal system, to understand how the U.S. legal system works.

Many of you work in a civil or mixed legal system and are most interested in learning about the U.S. common law system. While many texts exist that include instruction on common law analysis, there is no book to date that provides the level of detail provided in this one.

We wanted to focus on the types of communications that you are most likely to read from U.S. lawyers or need to write to U.S. lawyers. Cultural differences and tradition may influence how a single document, a contract, for example, is written in any individual country. By introducing you to the techniques U.S. lawyers use when drafting communications you will have a better understanding of why something is written the way it is, and how, in turn, to most effectively communicate with U.S. lawyers. For these reasons, we have introduced techniques for drafting objective legal analyses, client letters, demand letters, and e-mail communications. In addition, a separate section, Part Five, is devoted to both substantive considerations in drafting contracts as well as to basic techniques for drafting contracts that provide a single, clear understanding of the agreement between the parties. Finally, for those of you attending a U.S. law school, we have provided in Part Three an overview of how to properly cite to legal resources and in Part Six some suggestions for taking law school examinations.

We chose not to explore research sources and techniques in the United States, knowing there are other exceptional books available that provide that guidance.

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We welcome feedback from faculty and students who use this book. You may contact Professor McGregor at [dmcgreg@iupui.edu](mailto:dmcgreg@iupui.edu) or Professor Adams at [cmadams@iupui.edu](mailto:cmadams@iupui.edu).

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