English-I (Legal English)

As per LU datesheet

B.B.A.LL.B. Sem I · BL-101 · Scoring language paper. *Grammar questions need exact rules + corrected sentence; maxims need meaning + use in law + case; letters/notices need correct format. Practise translation of legal sentences both ways.*

UNIT I – Grammar

- ★ Active ↔ passive
- ★ Direct ↔ indirect
- ★ Tense, concord
- ★ Articles, prepositions
- · Sentence types, question tags

UNIT II – Vocabulary

- ★ Legal maxims
- ★ Legal terms pairs
- · Writs (Art 32, 226)
- · One-word substitution
- · Idioms

Legal English
mind map

UNIT III – Writing

- ★ Letter to the Editor
- ★ Formal letters
- ★ Legal notice
- · Paragraph writing

UNIT IV – Skills

- ★ Translation
- ★ Essays
- · Legal research
- · Citation & bibliography

Exam date: As per LU datesheet	**Time:** As per LU datesheet	**Duration:** 3 hours	**Paper:** BL-101

Exam-hall strategy: *Read the whole paper first → start with the question you know best → draw neat, labelled diagrams → box every final answer and formula → keep the last 5 minutes for checking.*

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Most Important Repeated Questions

From the LUUPDATE B.B.A.LL.B. (Integrated) 5-Year Sem I Important Topics 2026 list — based on the new 2026-27 syllabus (Schedule III) and previous LU papers. ★★★ = must study, ★★ = high chance, ★ = if time permits. ESE: 10 questions, attempt any 5, 15 marks each, MM 75 (+ 25 internal = 100), 3 hours.

#	Tag	Question / Topic	Asked in
1	★★★	Transformation – active/passive, direct/indirect speech	Unit I Must study
2	★★★	Tense, concord, articles, prepositions; error correction	Unit I Must study
3	★★	Simple, compound, complex sentences; question tags	Unit I High chance
4	★★★	Legal maxims (res judicata, sine qua non, ad infinitum, obiter dictum...)	Unit II Must study
5	★★★	Legal terms – bail/parole, de facto/de jure, accessory/accomplice	Unit II Must study
6	★★	Writs – habeas corpus, certiorari, prohibition	Unit II High chance
7	★★	One-word substitution and idioms	Unit II High chance
8	★★★	Letter to the Editor; formal letters	Unit III Must study
9	★★★	Legal notice (recovery of rent, eviction)	Unit III Must study
10	★★	Paragraph writing – descriptive and argumentative	Unit III High chance
11	★★★	Translation – Hindi to English and English to Hindi	Unit IV Must study
12	★★★	Essay writing (Law and Morals, Bar–Bench relations...)	Unit IV Must study
13	★★	Legal research – types, tools; citation and bibliography	Unit IV High chance

Also revise: Audi alteram partem, nemo judex in causa sua, actus non facit reum nisi mens sit rea, ubi jus ibi remedium, ignorantia juris non excusat, volenti non fit injuria; plaint vs written statement; affidavit; summons vs warrant. Also: negative–affirmative transformation and conditional sentences (new syllabus).

Flowcharts & Diagrams — See It at a Glance

→ FLOWCHART: Active → Passive

Find subject, verb, object → Object becomes subject → Use 'be' form as per tense + V3 → Subject → 'by + object' →

Example: The court dismissed the appeal → The appeal was dismissed by the court

→ FLOWCHART: Direct → Indirect Speech

Remove inverted commas; use 'that' → Change reporting verb (said to → told) → Change pronouns (person) → Backshift tense if reporting verb is past → Change time/place words (now → then, here → there)

→ FLOWCHART: Format: Legal Notice

Advocate's letterhead, ref. no., date → Mode: Regd. A.D./Speed Post → To: noticee name & address → Subject: legal notice for ... → Facts in numbered paras → Demand + time limit → Consequence: legal proceedings → Copy retained; signature

→ FLOWCHART: Format: Letter to the Editor

Sender's address & date → The Editor, newspaper, city → Subject line → Sir/Madam → Body: issue → effects → suggestions → Request to publish → Yours faithfully, name

→ FLOWCHART: Legal Research Process

Identify issue → Primary sources — statutes, cases → Secondary — books, articles, commentaries → Databases (SCC Online, Manupatra) → Analyse & write → Cite (Bluebook / OSCOLA)

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UNIT I – Grammar & Transformation

Negative ↔ Affirmative; Conditional Sentences ★★

- **Negative → affirmative without changing meaning:** He is not honest → He is dishonest; No one but a fool would do this → Only a fool would do this; I shall never forget the verdict → I shall always remember the verdict; Not only... but also → both...and
- **Conditionals:** zero (If you heat ice, it melts — facts); first (If he appears, the court will hear him — possible); second (If I were a judge, I would acquit him — imaginary); third (If he had filed the appeal, he would have won — past, unreal). Inversion: Had he filed the appeal... / Should you need help... "Unless" = if...not

Active & Passive Voice ★★★

Tense	Active	Passive
Simple present	The judge signs the order.	The order is signed by the judge.
Present continuous	Police are investigating the case.	The case is being investigated by police.
Present perfect	Parliament has passed the bill.	The bill has been passed by Parliament.
Simple past	The court acquitted him.	He was acquitted by the court.
Future	The Bench will hear the appeal.	The appeal will be heard by the Bench.
Modal	You must obey the law.	The law must be obeyed.
Imperative	Close the door.	Let the door be closed.

Intransitive verbs (die, sleep) have no passive. Legal drafting uses passive for formality ("It is hereby ordered...").

Direct & Indirect Speech ★★★

- **Statement:** He said, "I am innocent." → He said that he was innocent.
- **Question:** The judge said to the witness, "Where were you?" → The judge asked the witness where he had been.
- **Yes/no:** She said, "Will you sign?" → She asked if/whether I would sign.
- **Command:** The officer said, "Stand up." → The officer ordered him to stand up.
- **Exclamation:** He said, "Alas! I lost the case." → He exclaimed with sorrow that he had lost the case.
- **Universal truth** — no tense change: The teacher said that the earth revolves round the sun
- Changes: now→then, today→that day, tomorrow→the next day, yesterday→the previous day, here→there, this→that, ago→before

Tense, Concord, Articles, Prepositions, Sentence Types, Question Tags ★★★

- **Concord (subject–verb agreement):** each/every/either takes singular (Each of the accused was present); two subjects with "and" → plural; "as well as/with/along with" → verb agrees with first subject; "neither... nor" → nearer subject; collective noun as unit → singular (The jury has given its verdict); "the number of" singular, "a number of" plural
- **Tense errors:** I am knowing him (✗) → I know him (stative verbs); He has gone yesterday (✗) → He went yesterday; Since/for: I have been studying law for two years / since 2024
- **Articles:** a before consonant sound (a university, a one-rupee coin), an before vowel sound (an hour, an MLA, an honest judge); "the" for unique (the Supreme Court, the Constitution), superlatives, rivers, plural countries (the USA)
- **Prepositions:** accused of, charged with, acquitted of, appeal against a decision, in the court, at the bar, comply with, abide by, refrain from, sentenced to imprisonment, entitled to
- **Sentences:** simple (one clause), compound (two independent clauses joined by and/but/or — He was arrested but released on bail), complex (main + subordinate — He was released because the evidence was weak). Transform: "Being ill, he did not attend" → "He was ill, so he did not attend" → "As he was ill, he did not attend"
- **Question tags:** positive statement → negative tag (He is guilty, isn't he?); negative → positive (You didn't sign, did you?); "I am" → aren't I; "Let's" → shall we; imperative → will you; nobody/everyone → they

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UNIT II – Legal Maxims, Terms & Vocabulary

Important Legal Maxims ★★★

Maxim	Meaning	Use / case
Res judicata	A matter already decided cannot be re-agitated	Sec 11 CPC; Daryao v State of UP (1961)
Sine qua non	An essential condition (without which not)	Consent is sine qua non of contract
Ad infinitum	Endlessly, to infinity	Litigation cannot go on ad infinitum
Obiter dictum	Remark by the way — not binding	vs ratio decidendi (binding, Art 141)
Audi alteram partem	Hear the other side	Natural justice — Maneka Gandhi (1978)
Nemo judex in causa sua	No one should be judge in own cause	Rule against bias
Actus non facit reum nisi mens sit rea	Act alone does not make one guilty without guilty mind	Mens rea in criminal law
Ignorantia juris non excusat	Ignorance of law is no excuse	Sec 21 Contract Act
Ubi jus ibi remedium	Where there is a right there is a remedy	Ashby v White
Volenti non fit injuria	Consent defeats injury claim	Tort defence
Ex post facto / Stare decisis / Pari passu / Prima facie / Bona fide / Suo motu / Ultra vires / Locus standi / Sub judice / Amicus curiae	Retrospective / stand by decisions / equal footing / at first sight / good faith / on its own motion / beyond powers / right to be heard / under judicial consideration / friend of court	Art 20(1), precedent, PIL...

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Legal Terms – Differences ★★★

- **Bail vs parole:** bail — release of an undertrial on security pending trial; parole — temporary release of a convict for a specific purpose/period, part of sentence
- **De facto vs de jure:** in fact/actual vs by law/ legal (de facto government vs de jure ruler)
- **Accessory vs accomplice:** accessory helps before or after the crime without taking part; accomplice actively participates in the crime
- Others: plaintiff/defendant, petitioner/respondent, appellant, summons vs warrant, affidavit (sworn statement), acquittal vs discharge, cognizable vs non-cognizable, decree vs order, alibi (plea of being elsewhere), injunction, caveat

Writs; One-word Substitution; Idioms ★★

- **Writs** (Art 32 — SC, Art 226 — HCs): **habeas corpus** ("have the body") — produce a detained person; **mandamus** — command to perform public duty; **prohibition** — stop a lower court exceeding jurisdiction (during proceedings); **certiorari** — quash order of lower court/tribunal (after decision); **quo warranto** — "by what authority" — challenge to public office
- **One-word:** killing of a king — regicide; of a brother — fratricide; one who cannot pay debts — insolvent; law-breaker — offender; life imprisonment — lifer; rule by few — oligarchy; a speech without preparation — extempore; murder of a race — genocide; one who gives evidence — witness; a sworn written statement — affidavit
- **Idioms:** to take the law into one's own hands; at arm's length; null and void; burden of proof; to bury the hatchet; bone of contention; a red-letter day; to turn a blind eye

UNIT III – Letters, Legal Notice & Paragraphs

Specimen: Letter to the Editor ★★★

12, Aliganj, Lucknow · 18 November 2026
The Editor, The Times of India, Lucknow
Subject: Delay in disposal of cases in district courts
Sir,
Through the columns of your esteemed newspaper, I wish to draw the attention of the authorities to the huge pendency of cases in our district courts. Undertrials languish in jails for years, and litigants spend their savings on adjournments. "Justice delayed is justice denied." I suggest filling vacancies of judges, wider use of Lok Adalats and mediation, and e-filing. I hope the concerned authorities will act.
Yours faithfully, Ankit Verma

Specimen: Legal Notice – Recovery of Rent ★★★

R. K. Singh, Advocate, Civil Court, Lucknow · Ref: RKS/45/2026 · Date: 18.11.2026 · By Regd. A.D.
To: Mr Suresh Kumar, House No. 7, Gomti Nagar, Lucknow
Subject: Legal notice for recovery of arrears of rent and eviction
Under instructions from my client Mr Ramesh Gupta, I serve you notice: (1) My client let out the said premises to you at a monthly rent of ₹15,000. (2) You have not paid rent from April to October 2026 — arrears ₹1,05,000. (3) Despite repeated requests you failed to pay. You are hereby called upon to pay ₹1,05,000 within 15 days of receipt and vacate the premises within 30 days, failing which my client shall initiate legal proceedings for recovery and eviction at your risk and cost. A copy is retained in my office.
Sd/- R. K. Singh, Advocate

Formal Letters & Paragraph Writing ★★

- **Formal letter types:** application (to principal/DM), complaint (to SHO, municipal commissioner), request for internship, RTI application (to PIO under Sec 6 RTI Act 2005). Use: sender's address, date, receiver, subject, salutation, body (purpose → details → request), complimentary close ("Yours faithfully"), signature
- **Paragraph:** one main idea; **topic sentence** → supporting sentences with examples → concluding sentence; 150–200 words
- **Descriptive** — describes a place/event (A visit to the High Court); **argumentative** — takes a position with reasons and counter-arguments (Should capital punishment be abolished? Should the death penalty remain for rarest of rare cases — Bachan Singh 1980?)
- Tips: formal tone, no contractions, legal vocabulary, linking words (however, moreover, therefore)

UNIT IV – Translation, Essays & Legal Research

Translation Practice ★★★

English	Hindi
Ignorance of law is no excuse.	विधि की अनभिज्ञता कोई बहाना नहीं है।
The accused was released on bail.	अभियुक्त को जमानत पर रिहा किया गया।
Every citizen is equal before law.	प्रत्येक नागरिक विधि के समक्ष समान है।
The appeal was dismissed with costs.	अपील खर्चे सहित खारिज की गई।
Justice delayed is justice denied.	न्याय में देरी न्याय से इनकार है।

Tips: translate meaning, not word by word; keep legal terms (plaintiff — वादी, defendant — प्रतिवादी, decree — डिक्री, petition — याचिका, witness — साक्षी).

Essay Writing ★★★

Structure: title → introduction (definition/quote) → body (3–4 headed points with examples and cases) → counter-view → conclusion (way forward). 400–500 words.

- **Law and Morals:** relation (Hart–Devlin debate), morals as source of law, divergence (adultery decriminalised — Joseph Shine 2018; Navtej Johar 2018), law enforces minimum morality
- **Bar–Bench relations:** two wheels of justice chariot; mutual respect, cooperation, strikes by lawyers illegal (Harish Uppal 2002), contempt, independence
- Others: judicial activism, PIL, legal aid (Art 39A), women's rights, cyber crime, environment and law, uniform civil code

Legal Research; Citation & Bibliography ★★

- **Meaning:** systematic study to find, analyse and apply legal rules and authorities to an issue
- **Types: doctrinal** (library-based — statutes, cases, commentaries) vs **non-doctrinal/empirical** (field surveys, interviews); descriptive, analytical, comparative, historical, socio-legal, quantitative/qualitative
- **Tools:** primary sources — Constitution, statutes, rules, judgments (AIR, SCC, SCR reporters); secondary — textbooks, journals, law commission reports, encyclopaedias; online — SCC Online, Manupatra, Indian Kanoon, India Code, Westlaw, HeinOnline
- **Citation:** case — Kesavananda Bharati v State of Kerala, (1973) 4 SCC 225; AIR 1973 SC 1461; statute — Indian Contract Act, 1872, s 10; book — Author, Title (edition, publisher, year) page. Styles: Bluebook, OSCOLA, ILI
- **Bibliography:** alphabetical list of all sources consulted (books, articles, cases, statutes, websites) at end; footnotes for exact references; avoid plagiarism

Error Correction & Practice Sets

Correct the Errors

Incorrect	Correct
Each of the witnesses were present.	Each of the witnesses was present.
He is accused for theft.	He is accused of theft.
She is a honest lawyer.	She is an honest lawyer.
I have seen him yesterday.	I saw him yesterday.
The jury were unanimous in its verdict.	The jury was unanimous in its verdict.
He comply the order.	He complied with the order.

Question Tags

Sentence	Tag
The court is closed today,	isn't it?
He never lies,	does he?
I am right,	aren't I?
Let's begin,	shall we?
Everyone was present,	weren't they?

Use the Maxim in a Sentence

- The second suit was barred by **res judicata**.
- The court took **suo motu** cognisance of the news report.
- The order was quashed as no hearing was given — a breach of **audi alteram partem**.
- The statement in the judgment was merely **obiter dictum**.

Writs at a Glance

Writ	Purpose
Habeas corpus	Free illegally detained person
Mandamus	Perform public duty
Prohibition	Stop excess jurisdiction (pending)
Certiorari	Quash decided order
Quo warranto	Challenge holder of public office

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Practice Set with Answers

Cover the answer column, try each question yourself, then check.

#	Question	Answer
1	Passive of 'The police arrested him'?	He was arrested by the police.
2	Indirect: He said, 'I will appeal.'	He said that he would appeal.
3	Article before 'MLA'?	An.
4	Preposition: acquitted ___ murder?	Of.
5	Tag: You signed the deed, ___?	Didn't you?
6	Res judicata section?	Sec 11 CPC.
7	Binding part of judgment?	Ratio decidendi.
8	Hear the other side?	Audi alteram partem.
9	Bail vs parole?	Undertrial release vs convict's temporary release.
10	Writ to produce detained person?	Habeas corpus.
11	Writ after decision to quash?	Certiorari.
12	Killing of one's father?	Patricide.
13	Sworn written statement?	Affidavit.
14	Doctrinal research?	Library-based study of law sources.
15	Bar strikes illegal — case?	Harish Uppal (2002).
16	Close of a formal letter?	Yours faithfully.

Common Mistakes to Avoid

- Wrong letter/notice format (no date, subject, reference)
- Forgetting tense backshift in indirect speech
- Maxim meaning without legal use or case
- Literal word-by-word translation
- Essay without introduction and conclusion
- Using contractions in formal writing

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Answer Plans — What to Write for Each Question

Q. Transformation
Rule → 5 solved examples per type.

Q. Error correction
Correct sentence + rule in brackets.

Q. Maxims
Literal meaning → legal meaning → section/case → sentence.

Q. Legal terms / writs
Define each → difference → example.

Q. Letter / notice
Full format with all parts; facts in numbered paras.

Q. Paragraph
Topic sentence → support → conclusion; 150–200 words.

Q. Essay
Intro → 3–4 headings → cases → counter-view → conclusion.

Q. Legal research
Meaning → types → tools → citation → bibliography.

Last-Minute Fact Sheet

Grammar	Passive: be + V3 · indirect: backshift, now→then · each → singular · a/an by sound · accused of, charged with
Maxims	Res judicata · obiter dictum · audi alteram partem · nemo judex · actus reus/mens rea · ubi jus ibi remedium
Writs	Art 32/226 · HC, mandamus, prohibition, certiorari, quo warranto
Writing	Editor letter: address-date-editor-subject-body-faithfully · notice: ref, mode, facts, demand, time, consequence
Research	Doctrinal vs empirical · SCC, AIR · Bluebook/OSCOLA · bibliography alphabetical

Before you enter the exam hall: revise the mind map, the flowcharts and the formula sheet once more. Read the paper fully, draw labelled diagrams, box your answers, and keep 5 minutes for checking. **You have prepared well. All the best!** Team LUUPDATE

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