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Annotation

Topic: "Legal literacy of documents and ways to improve it"

This study is devoted to the analysis of legal literacy of documents and the development of ways to improve it. The paper examines the concept of legal literacy of a document in the context of the influence of legal culture, analyzes modern technologies used in the process of drafting documents, and offers practical recommendations for improving the documentation process. The research is aimed at identifying problems related to insufficient legal literacy of documents and finding effective solutions to improve the quality and reliability of legal documentation. The project material is recommended for students majoring in Law Enforcement.

Keywords (10)

Legal literacy, accompanying documents, regulatory framework, law, sociological research, methodological recommendations, internal affairs agencies, electronic document management, legal culture, legal language.

INTRODUCTION

**Relevance**

In modern society, documents play a key role in various spheres of life. Insufficient legal literacy in the preparation, analysis and use of documents can lead to negative consequences, including financial losses, litigation and violation of rights. Therefore, improving legal literacy in the field of documents is an urgent and socially significant task.

The aim of the project is to study legal literacy in the field of document management, propose measures to improve it, as well as improve lexical skills on professional topics in English.

**Project objectives:**

1. To analyze existing research and publications on the topic of legal literacy and problems related to the use of documents.

2. Analyze the influence of legal culture on the quality of legal documentation.

3. To study modern technologies used in the preparation of documents and evaluate their effectiveness.

4. Develop practical recommendations for improving the documentation process in order to improve legal literacy.

5. Formulate a set of measures aimed at improving legal literacy in the preparation of documents.

**Object:** The process of creating and using legal documents.

**Subject:** Legal literacy of documents and factors influencing its improvement.

**Hypothesis:** The improvement of legal literacy of documents is possible through an integrated approach, including the improvement of legal culture, the introduction of modern technologies and the application of practical recommendations aimed at improving the documentation process.

**Research methods:**

• Analysis of scientific literature and regulatory legal acts.

• Development and testing of educational materials.

• Online dictionary of legal terms

CHAPTER 1 THE CONCEPT OF LEGAL LITERACY OF DOCUMENTS AND THE INFLUENCE OF LEGAL CULTURE

1.1 The concept of legal literacy of documents

The legal literacy of a document is an essential aspect of legal practice, reflecting the level of understanding and use of legal norms in the documentation process. This phenomenon involves not only strict adherence to established norms, but also requires taking into account the specifics of the legal language, which is characterized by its stylistic uniformity and the use of specialized terminology, which significantly distinguishes it from the usual lexicon [1].

The language of a legal text should be precise and unambiguous, but there is often a problem of excessive complexity, which makes it difficult for a wide range of people to understand it. Sergey Shkolnikov emphasizes that legal literacy includes not only legal terms and norms, but also the ability to comprehend documents and apply them in practical situations [2].

This is an important aspect, since real legal practice implies active interaction with law enforcement agencies.

Historically, the level of legal literacy of a document depended on the general level of legal awareness of a society, which develops in the context of cultural and social factors. Elements of legal culture, including legal awareness, determine not only the quality of the documents being created, but also form an understanding of their rights and obligations among citizens [3].

The quality of a legal text is directly related to the culture in which it is created. Many lawyers and practitioners note that in order to improve legal literacy, it is necessary to pay attention to both the training of legal personnel and educational programs for a wide audience. According to experts, education in Russia should include the basics of the legal system, principles of working with documents and practical skills. Mastering literacy in this context includes not only the study of theory, but also the application of knowledge in practice [4].

Nurlan Kulazhanov identifies six main aspects that improve the legal literacy of a document: clarity, correctness, consistency, relevance, accessibility and legality. Each of these aspects has its own significance and requires the active implementation of appropriate methods and approaches at all levels of legal activity [5].

Modern technologies are also an important tool in improving the level of legal literacy. Information systems and online resources greatly facilitate access to knowledge, which allows both professional lawyers and ordinary citizens to quickly obtain the necessary information. This factor contributes to the wider use of legal knowledge in everyday life, which makes the legal system more transparent and accessible to all [2].

An analysis of existing documents shows that the problems of legal literacy are often associated with a lack of legal sources and high turnover of professional staff. Therefore, the practical work of lawyers should include not only legal training, but also an emphasis on an interdisciplinary approach combining elements of sociology, psychology and pedagogy [1].

Thus, the legal literacy of the document becomes a complex task that requires an integrated approach from both educational institutions and practicing lawyers. The selection of effective training methods and the introduction of new technologies have the potential to improve the quality of legal documentation and, consequently, the legal awareness of the general population.

1.2 The influence of legal culture on the quality of documents

Legal culture plays an important role in the formation of high-quality legal documents and determines the effectiveness of law enforcement practice. The concept of legal culture encompasses a range of values, norms, and traditions that operate in the legal field and influence the creation and use of legal documents. Over the past few decades, the concept of legal culture has begun to evolve noticeably, expanding its significance and influence on law-making and law enforcement.

The level of legal culture directly affects the process of lawmaking. The degree of awareness and acceptance of legal norms by the participants in the legislative process becomes a determining factor in the quality of the documents being created.

Participants in lawmaking practice should not only know the current legal norms, but also be aware of their importance and role in society. This allows us to form high-quality legal acts that reflect the needs and realities of civil society, thereby increasing their importance in legal practice [6].

An important aspect is that the legal culture includes both general legal literacy and specialized knowledge necessary for the professional activities of legal professionals. As a result of building systematic knowledge about law and its application, it is possible to develop the right approaches to drafting legal documents, which is especially important in the context of constantly changing legislation. People with a high legal culture are able to analyze and interpret legal norms more effectively, therefore, they can create better documents that will correctly reflect the essence of legal relations [7].

The state of legal culture also reflects public demands for legal changes. When the legal culture is high, it contributes not only to the creation of high-quality legal documents, but also to the improvement of legal practice. A famous example can be given from areas where special attention is paid to legal culture — high legal awareness of citizens contributes to the fact that laws work more effectively, since society actively participates in their development and monitoring of their observance [8]. Legal culture, therefore, is an integral part not only of the legal system, but also of the entire social contract that exists in the country.

An insufficient level of legal culture can lead to ineffective legislative initiatives, poor quality of legal acts and documentation. This can create significant problems both for law enforcement officers and for citizens who need to navigate such an array of legal norms. On average, the higher the legal culture and well-written documents, the fewer legal disputes and misunderstandings arise [9]. A high level of legal culture can be achieved through educational programs and practical trainings that will help lawyers accumulate knowledge and apply it in practice. Nevertheless, the development of legal culture is a multifactorial process that requires both the state and society itself. We need not only educational initiatives, but also active social movements that promote legal awareness. Public organizations and law clubs can play an important role in this by holding events aimed at clarifying legislation and disseminating legal information.

It makes sense to take into account that the legal culture is not static. It is changing as a result of many factors, including economic and social changes in society. In this context, public policy should take into account current trends and the demand for legal literacy, providing innovative approaches to the formation of legal culture at all levels of education and practice [10].

CHAPTER 2 WAYS TO IMPROVE LEGAL LITERACY OF DOCUMENTS

2.1 Modern technologies in document preparation

Modern technologies are significantly changing the process of drafting legal documents, offering new tools and methods to improve the quality of legal products. In the age of digitalization, traditional documentation methods are beginning to give way to more efficient automated solutions. More recently, software packages have appeared that are able to generate legal documents automatically based on the entered data and rules, which reduces the preparation time and minimizes the likelihood of errors related to the human factor [11].

Particular attention is paid to the use of algorithms and expert systems that analyze large amounts of data and help lawyers find optimal solutions. Such technologies not only simplify routine tasks, but also increase the efficiency of the entire

legal practice. Tools that support artificial intelligence are already beginning to be used to perform analytical tasks, which makes it possible to improve the quality of compiled documents and speed up the decision-making process [12].

The digitalization of law has also provided various legal databases that make legal information more accessible.

This is especially important for lawyers who work with large amounts of information and require a quick response to changes in legislation [13]. These systems allow not only to accumulate knowledge, but also to provide data analysis, which can significantly increase the level of legal literacy among professionals.

Innovations in law suggest that there is a need to adapt to a new environment where technology is leaping into the leadership in the field of legal activity.

This transformation includes changing the professional skills of lawyers, who now have to master not only traditional working methods, but also modern technologies. According to research, this trend is manifested by an increase in the demand for specialists who possess modern legal technologies and are able to apply them in everyday practice [14].

In addition, as part of the digitalization of legal practice, there are

not only technical, but also legal aspects. There are risks associated with data security and information privacy, which requires legal professionals to have in-depth knowledge of information technology and law.

The lack of necessary legal literacy in this area can lead to serious legal consequences for both the lawyer himself and his clients [15].

It should also be noted that although automation of legal procedures is a significant step forward, it should not completely replace the human factor. It is important to find a balance between technological innovations and human experience, since a deep understanding of legal nuances and practical experience are indispensable for high-quality legal assistance. Real legal technologies should serve only as a tool that helps strengthen the rights and interests of clients, and not replace a professional.

As a result, future lawyers must be flexible, constantly adapting their skills to the new challenges of the time. In order to improve their legal literacy and practical skills, it is important to pay attention not only to the study of traditional law, but also to the study of modern information technologies and their application in legal practice.

2.1 Recommendations for improving documentation processes

The legal literacy of the document plays an important role in law enforcement practice and law-making. One of the measures aimed at improving the quality of legal documentation is legislative forecasting and planning of law-making work, which will allow coordinating the efforts of various law-making entities, thus improving the quality of law enforcement activities [16]. It is also important to ensure that legal acts are readable and understandable, which in turn is a prerequisite for legal certainty and the rule of law.

In order to increase the accessibility of legal documents, it is necessary to conduct linguistic expertise that can ensure that the texts meet modern requirements [16]. As part of this process, it is worth considering the need to use structured formats to create draft laws and regulations, which will simplify their perception and study.

Attention should be paid to the use of various technologies that can greatly facilitate the documentation process. For example, automating the preparation of legal acts using specialized software can significantly reduce the time and increase the accuracy of document creation.

This may include programs for automatic spell checking, legal terminology, and other aspects that are important in the context of forming the correct language and legal formalization [17].

There are also certain aspects that are related to ensuring the readability of legal texts.

It is important to ensure clarity of presentation and avoid overly complex constructions, which will make it easier for both professional lawyers and ordinary citizens to perceive and understand the content of the document. It should be borne in mind that simplicity should not affect the accuracy and completeness of information [18].

One of the methods of improving the quality of legal technology is to involve specialists in linguistics and semantics in the creation of laws.

Linguistic expertise can reveal ambiguities, ambiguities and problems with interpretation, which will eventually lead to the creation of better legal acts [19].

Research shows that one of the effective ways to achieve high readability is to use clear and simple language, which also reduces the likelihood of legal disputes.

In order to increase the level of legal literacy of the document, it is worthwhile to actively implement trainings and educational events for lawyers and specialists working in the field of law-making. Such programs may include studying best practices in document drafting, developing skills in critical text analysis, and legal editing methodology. The use of practical exercises in the framework of such trainings will not only enhance theoretical knowledge, but also remove barriers that arise when drafting legal acts in practice [17][18].

However, it should be borne in mind that the successful implementation of changes and new technologies in the documentation process will depend on the general legal culture and the willingness of participants to change. Effective law enforcement practice is unthinkable without forming a common approach to improving legal literacy, which can include both government initiatives and private initiatives of law offices and professional communities [16].

CONCLUSION

In conclusion, we can summarize the importance of legal literacy of the document and ways to improve it.

The legal literacy of a document is an integral part of the legal system, as it determines how effectively and correctly legal documents are drawn up, as well as how they comply with current legislation. In the course of the research, it was found that legal literacy includes not only knowledge of the formal requirements for documents, but also an understanding of the essence of legal norms, as well as the ability to apply them in practice.

One of the key aspects that was considered in the paper is the influence of legal culture on the quality of documentation. Legal culture forms the general perception of law in society and, in particular, among practicing lawyers. A high level of legal culture contributes to a more thorough and responsible approach to drafting documents, which, in turn, reduces the risk of legal errors and misunderstandings. It is important to note that legal culture is not a static concept.; It develops and changes under the influence of various factors, including educational programs, professional trainings and the introduction of modern technologies.

During the analysis of the existing problems of legal literacy, it was revealed that many lawyers face difficulties in understanding and applying legal norms, which can lead to errors in documentation. This highlights the need for a systematic approach to improving legal literacy, which should include both theoretical and practical aspects. Educational programs aimed at deepening knowledge in the field of law, as well as practical trainings that help lawyers develop document drafting skills, play a key role in this process.

Modern technologies also have a significant impact on the documentation process. The use of specialized programs and online platforms for drafting legal documents can greatly simplify and speed up this process, as well as minimize the likelihood of errors. However, it is important to remember that technology cannot completely replace the human factor; a qualified lawyer must remain the main link in the documentation process, ensuring the quality and compliance of documents with legal norms.

As part of the work, recommendations were developed to improve the process of drafting legal documents. These recommendations include the need for regular professional development of lawyers, the introduction of a mentoring system, as well as the creation of conditions for the exchange of experience between specialists. In addition, it is important to develop a legal culture in organizations, which can be achieved through seminars, lectures, and other events aimed at raising employee awareness of legal norms and their significance.

The prospects for the development of legal culture in the context of increasing the legal literacy of the document look promising. Given the globalization and integration of legal systems, as well as the rapid development of technology, legal literacy can be expected to become not only a necessary but also a mandatory requirement for all legal professionals. It is important that legal institutions and organizations realize the importance of this aspect and begin to actively work to improve it.

Thus, summing up, we can say that the legal literacy of a document is an important factor determining the quality of legal documentation. Improving this literacy requires an integrated approach that includes education, practical training, and the use of modern technology. Ultimately, this will lead to an improved legal environment and increased confidence in the legal system as a whole.

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