

Course: Expert Legal Writing Course – Writing to win

Package: pre-recorded & live lessons

Module	Lessons / Homework	Content / Syllabus	Lessons' Duration	Date / Time
1	Pre-recorded lessons No. 1-4 followed by Interactive Quiz/ Exercise	How to use parallel grammatical structures to assist the reader to understand the message Pt 1.	15 min 25'	Self-studying before 26.01.2022
		How to use parallel grammatical structures to assist the reader to understand the message Pt 2.	12 min 30'	
		The use of Latin in legal writing - some essential words and phrases.	12 min 55'	
		How and when to use definite, indefinite and zero articles Pt 1.	13 min 35'	
2	Group lesson No.1	Parallel grammar in sentences and contracts. Legal Latin words used in the law. Rules on using Definite and Indefinite articles.	40 min	26.01.2022
	Home task: Web Quest No.1	Reporting on differences ADR and Litigation	-	Self-completion deadline: 31.01.22
3	Pre-recorded lessons No. 5-8 followed by Interactive Quiz/ Exercise	How and when to use definite, indefinite and zero articles Pt 2.	8 min 10'	Self-studying before 02.02.2022
		How to write restrictive and non-restrictive adjectival clauses by adding or removing a comma.	14 min 30'	
		Cohesive writing - how to construct your paragraphs so that the ideas flow from one sentence to the next.	20 min 10'	
		The meaning and use of the words hereby, thereby and whereby.	9 min 01'	
4	Group lesson No.2	When to use Zero articles. Changing the meaning of sentences by using punctuation. Cohesive writing for Persuasion. Understanding legalese vocabulary.	40 min	02.02.2022
	Home task: Web Quest No.2	Comparing and contrasting Arbitration from Litigation.	-	Self-completion deadline: 07.02.2022
5	Pre-recorded lessons No. 9-12 followed by Interactive Quiz/ Exercise	How to organise the information in a paragraph.	14 min 54'	Self-studying before 09.02.2022
		The seven most commonly used paragraph structures and which to choose to deliver different types of information.	12 min 35'	
		How to use themes and rhemes in the sentences in a paragraph for the ideas to flow sentence to the next.	8 min 45'	
		Power words to use in your legal writing 1. Because.	9 min 35'	
6	Group lesson No.3	Common paragraph structures. Continuing ideas into following sentences. Structure of persuasive texts.	40 min	09.02.2022
	Home task: Web Quest No.3	Drafting an arbitration construction claim.	-	Self-completion deadline: 14.02.2022



7	Pre-recorded lessons No. 13-16 followed by Interactive Quiz/ Exercise	Power words to use in your legal writing 2. Although.	10 min 10'	Self-studying before 16.02.2022
		Power words to use in your legal writing 3. But	11 min 55'	
		Phrasal verbs - what they are and how to use them in legal writing.	10 min 55'	
		Letter writing for specific purposes - Letters of complaint.	10 min 05'	
8	Group lesson No.4	Vocabulary of persuasive texts. Using idiomatic legal phrases, tone of legal correspondence.	40 min	16.02.2022
	Home task: Web Quest No.4	Preparing a case summary.	-	Self-completion deadline: 21.02.2022
9	Pre-recorded lessons No. 17-20 followed by Interactive Quiz/ Exercise	Letter writing for specific purposes - Letters of apology.	11 min 50'	Self-studying before 23.02.2022
		Letter writing for specific purposes - Letters before action.	10 min 20'	
		Litigation and arbitration texts, Part 1. – How to write so that judges will like you.	12 min 25'	
		Litigation and arbitration texts, Part 2. – How to build credibility with the court and arbitrators.	13 min 45'	
10	Group lesson No.5	The 5 C's of legal writing (clear, concise, correct, complete, courteous). Concise writing techniques. Avoiding common errors in Litigation and Arbitration pleadings.	40 min	23.02.2022
	Home task: Web Quest No.5	Preparing an Appeal Court pleading	-	Self-completion deadline: 28.02.2022
11	Pre-recorded lessons No. 21-24 followed by Interactive Quiz/ Exercise	Litigation and arbitration texts, Part 3. – How to use brackets to best explain your case citations.	21 min 55'	Self-studying before 02.03.2022
		Five steps towards persuasive legal writing.	13 min 35'	
		General rules of vocabulary, sentence and paragraph length.	8 min 25'	
		60 tips for effective legal writing.	11 min 25'	
12	Group lesson No.6	Using brackets for explanatory emphasis in litigation. Using examples and illustrations to aid the reader's understanding. Best practices for sentence and paragraph writing.	40 min	02.03.2022
	Home task: Web Quest No.6	Writing a letter of advice.	-	Self-completion deadline: 07.03.2022