



Course: Legal Writing Course

Course type: Private lessons, Group lessons

Les No	Content / Syllabus	Duration
1	The general principles of plain English writing. How to keep your sentences short and avoid old-fashioned legalese. How to write using the active voice – General principles. How to use bullet points in legal writing.	45:00
2	How to write with verbs rather than nouns for precision in your legal messages (Nominalisation). How to improve accuracy by using precise vocabulary. How to avoid using multiple negatives by writing instructions in the positive form. The five situations when you should use the passive voice.	45:00
3	How to use parallel grammatical structures to assist the reader to understand the message Pt 1. How to use parallel grammatical structures to assist the reader to understand the message Pt 2. How and when to use definite, indefinite and zero articles Pt 1. How and when to use definite, indefinite and zero articles Pt 2.	45:00
4	Using punctuation to change the meaning of the words in a sentence. How to write restrictive and non-restrictive adjectival clauses by adding or removing a comma. Cohesive writing – how to construct your paragraphs so that the ideas flow from one sentence to the next. The principles of persuasive writing. How to persuade the reader/judge to give you what you want.	45:00
5	The most effective structure of a persuasive text. How to create greater impact by being specific with your vocabulary. How to use the active voice to shorten sentences and improve understanding – a detailed examination of its use. The use of Latin in legal writing – some essential words and phrases.	45:00
6	How to avoid writing with cliches and legal jargon. How to give your writing greater impact by avoiding long wordy expressions. How to shorten your sentences by avoiding unnecessary words and duplication of information. The meaning and use of the words hereby, thereby and whereby.	45:00
7	How to avoid the use of provisos – phrases beginning with the words 'provided that...'. Do not over use the verbs to be and to have. How to use and avoid legal prepositions part 1 – Frequently used legal prepositions. How to use and avoid legal prepositions part 2 – Frequently used prepositional phrases.	45:00
8	How to use and avoid legal prepositions part 3 – Five techniques to avoid using prepositions. How to emphasise a particular piece of information in a sentence. How to emphasise a particular piece of information in a paragraph. How to write without using the ambiguous word 'shall' in your legal writing and documents.	45:00
9	Left-right writing technique – using the inductive writing structure to avoid confusion. How to organise the information in a paragraph. The seven most commonly used paragraph structures and which to choose to deliver different types of information. How to use themes and rhemes in the sentences in a paragraph for the ideas to flow sentence to the next.	45:00
10	Making your writing easier to follow by avoiding changing the verb tenses abruptly. How to create paragraph unity – choose just one topic per paragraph. Do not unbalance the paragraph by the repeated overuse of a particular word – when to use synonyms. How to short sentences and edit paragraphs for greater impact.	45:00
11	11 words to cut from your legal writing. Power words to use in your legal writing – 1. Because. Power words to use in your legal writing – 2. Although. Power words to use in your legal writing – 3. But.	45:00
12	Persuasive writing – adding some spice and dramatic flourish, Part 1. Persuasive writing – adding some spice and dramatic flourish, Part 2. How to use the power of suspense in litigation and arbitration writing, Part 1. How to use the power of suspense in litigation and arbitration writing, Part 2.	45:00
13	How to use strong verbs and nouns and adjectives to create impact. How to improve your present legal writing style – Six essential points for effective legal writing. Phrasal verbs – what they are and how to use them in legal writing. Letter writing for specific purposes – Letters of complaint.	45:00
14	Letter writing for specific purposes – Letters of apology. Letter writing for specific purposes – Letters before action. Litigation and arbitration texts, Part 1. – How to write so that judges will like you. Litigation and arbitration texts, Part 2. – How to build credibility with the court and arbitrators.	45:00
15	Litigation and arbitration texts, Part 3. – How to use brackets to best explain your case citations. Five steps towards persuasive legal writing. General rules of vocabulary, sentence and paragraph length. 60 tips for effective legal writing.	45:00