



## Course: **Legal Writing Course**

### Course type: **Pre-recorded lessons**

Les No	Content / Syllabus	Duration
1	The general principles of plain English writing.	14:20
2	How to keep your sentences short and avoid old-fashioned legalese.	11:20
3	How to write using the active voice – General principles.	10:00
4	How to use bullet points in legal writing.	10:00
5	How to write with verbs rather than nouns for precision in your legal messages (Nominalisation).	7:30
6	How to improve accuracy by using precise vocabulary.	11:40
7	How to avoid using multiple negatives by writing instructions in the positive form.	13:45
8	The five situations when you should use the passive voice.	13:10
9	How to use parallel grammatical structures to assist the reader to understand the message Pt 1.	15:25
10	How to use parallel grammatical structures to assist the reader to understand the message Pt 2.	12:30
11	How and when to use definite, indefinite and zero articles Pt 1.	13:35
12	How and when to use definite, indefinite and zero articles Pt 2.	8:10
13	Using punctuation to change the meaning of the words in a sentence.	18:40
14	How to write restrictive and non-restrictive adjectival clauses by adding or removing a comma.	14:30
15	Cohesive writing – how to construct your paragraphs so that the ideas flow from one sentence to the next.	20:10
16	The principles of persuasive writing. How to persuade the reader/judge to give you what you want.	10:55
17	The most effective structure of a persuasive text.	9:40
18	How to create greater impact by being specific with your vocabulary.	8:10
19	How to use the active voice to shorten sentences and improve understanding – a detailed examination of its use.	15:25
20	The use of Latin in legal writing – some essential words and phrases.	12:55
21	How to avoid writing with cliches and legal jargon.	8:30
22	How to give your writing greater impact by avoiding long wordy expressions.	15:35
23	How to shorten your sentences by avoiding unnecessary words and duplication of information.	6:20
24	The meaning and use of the words hereby, thereby and whereby.	9:01
25	How to avoid the use of provisos – phrases beginning with the words 'provided that...'. (Note: The original text contains a typo 'provisos', which has been corrected to 'provisos' in this transcription.)	10:20
26	Do not over use the verbs to be and to have.	8:45
27	How to use and avoid legal prepositions part 1 – Frequently used legal prepositions.	9:35
28	How to use and avoid legal prepositions part 2 – Frequently used prepositional phrases.	6:15



29	How to use and avoid legal prepositions part 3 – Five techniques to avoid using prepositions.	11:55
30	How to emphasise a particular piece of information in a sentence.	11:26
31	How to emphasise a particular piece of information in a paragraph.	14:01
32	How to write without using the ambiguous word 'shall' in your legal writing and documents.	11:25
33	Left-right writing technique – using the inductive writing structure to avoid confusion.	11:20
34	How to organise the information in a paragraph.	14:55
35	The seven most commonly used paragraph structures and which to choose to deliver different types of information.	12:35
36	How to use themes and rhemes in the sentences in a paragraph for the ideas to flow sentence to the next.	8:45
37	Making your writing easier to follow by avoiding changing the verb tenses abruptly.	14:15
38	How to create paragraph unity – choose just one topic per paragraph.	11:50
39	Do not unbalance the paragraph by the repeated overuse of a particular word - when to use synonyms.	8:40
40	How to short sentences and edit paragraphs for greater impact.	17:30
41	11 words to cut from your legal writing.	12:55
42	Power words to use in your legal writing – 1. Because.	9:35
43	Power words to use in your legal writing – 2. Although.	10:10
44	Power words to use in your legal writing – 3. But.	11:55
45	Persuasive writing – adding some spice and dramatic flourish, Part 1.	10:05
46	Persuasive writing – adding some spice and dramatic flourish, Part 2.	9:55
47	How to use the power of suspense in litigation and arbitration writing, Part 1.	11:00
48	How to use the power of suspense in litigation and arbitration writing, Part 2.	10:00
49	How to use strong verbs and nouns and adjectives to create impact.	17:35
50	How to improve your present legal writing style – Six essential points for effective legal writing.	22:00
51	Phrasal verbs – what they are and how to use them in legal writing.	10:55
52	Letter writing for specific purposes – Letters of complaint.	10:05
53	Letter writing for specific purposes – Letters of apology.	11:50
54	Letter writing for specific purposes – Letters before action.	10:20
55	Litigation and arbitration texts, Part 1. – How to write so that judges will like you.	12:25
56	Litigation and arbitration texts, Part 2. – How to build credibility with the court and arbitrators.	13:45
57	Litigation and arbitration texts, Part 3. – How to use brackets to best explain your case citations.	21:55
58	Five steps towards persuasive legal writing.	13:35
59	General rules of vocabulary, sentence and paragraph length.	8:25
60	60 tips for effective legal writing.	11:25