

# Legal Writing Coach

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- ✓ Effective legal writing in English
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## Courses

- ✓ Courses can be customized
  - ✓ Course length is flexible
  - ✓ Follow-up questions from participants are welcomed
  - ✓ In addition to the materials in the course, participants receive a **60+ page course-specific LWC *Materials Bank***, filled with lists, exercises, explanations, and examples from legal practice – a superb, easy-to-use resource for further study.
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### Core Courses

Legal Writing Basics: Three Key Skills

The Four-Step Edit: Memos & Reports

Contract Drafting

Emails

Persuasive Writing/Pitching

Master Class

### Intensive Courses

Intensive Plain English

Intensive Legal Usage

Intensive Contract Drafting

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## Legal Writing Basics: Three Key Skills

This foundational workshop addresses the three skills partners would most like to see improved in associates' legal writing in English.

Participants begin by learning an easy technique for striking the right tone in legal correspondence. They then take part in a usage competition, with sentences from practice that test their ability to spot the most common legal vocabulary, grammar, and punctuation errors – with practical tips on how to avoid/correct them. Finally, participants learn how to cut their way to better style. Using samples from practice, they learn how to spot “red flags” in their writing and cut surplus words and syllables to achieve a lean style.

### Sample Agenda

9:00 am	Skill 1: Appropriate tone
10:00 am	Skill 2: Correct usage
11:00 am	Break
11:15 am	Skill 3: Concise style
12:00 noon	End

Usual duration: 3 hours

Target groups: (1) Lawyers, (2) trainees

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## The Four-Step Edit: Memos & Reports

Systematic editing brings objectivity and can make good writing great. It can also reduce frustration and time spent redrafting. Yet few lawyers have a system for editing.

In this workshop, participants will learn a four-step approach for editing longer non-transactional documents (memos, reports, prospectuses, etc.), each step bringing greater refinement. Participants will learn how to transform their work by systematically editing for structure, two aspects of style, and usage (grammar, punctuation, legal vocabulary). Participants also receive a handy four-step editing checklist.

### Sample Agenda

9:00 am	Step 1: Structure – Logic and navigation aids
9:45 am	Step 2: Concision – Cut words
10:30 am	Break
10:45 am	Step 3: Clarity – Simplify sentences
11:30 am	Step 4: Usage – Common errors
12:00 noon	End

Usual duration: 3 hours

Target group: Lawyers

Note: A follow-up “Four-Step Edit: Part 2” is also available.

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## Contract Drafting

Clearly drafted contracts facilitate the transaction. They are easier to understand and negotiate, less likely to have mistakes, and less open to competing interpretations.

In this interactive workshop, participants learn (1) a reasoning technique to logically map out contract provisions (and entire contracts) that achieve the intended result; (2) strategies for drafting clear, concise provisions; and (3) common usage errors and litigated terms. Throughout the workshop, participants review and edit excerpts from transactional documents from practice.

### Sample Agenda

9:00 am	Map out rules
9:30 am	Draft clear, concise rules
11:00 am	Break
11:15 am	Spot common drafting errors
12:00 noon	End

Usual duration: 3 hours

Target group: Transactional lawyers

Note: A full-day intensive option is also available – see below.

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## Emails

Poor communication is the no. 1 client complaint about lawyers. Emails are easily the most common type of lawyer-client communication.

This interactive workshop begins with 10 client-friendly email strategies, including how to structure using "ICRA"; close with clear next steps; edit for clarity and concision; and strike an appropriate, positive tone. Participants then break into groups and apply the 10 strategies to emails from practice. The workshop concludes with email "do's and don'ts," including a handy checklist for each participant.

### Sample Agenda

9:00 am	10 strategies: Structure, style, tone
11:00 am	Break
11:15 am	Email editing practice
11:45 am	Email do's and don'ts
12:00 noon	End

Usual duration: 3 hours

Target groups: (1) Lawyers, (2) support staff

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## Persuasive Writing/Pitching

Lawyers and law firms must often persuade in writing, be it a website, a pleading, or a pitch. And in the fight to persuade, **how** you say it is often more important than what you say.

In this interactive workshop, participants receive eight “weapons” for winning writing in any persuasive context, including a punchy, dynamic style; show, don’t tell; and a reader-focused presentation. Throughout the workshop, participants break into groups to discuss good and bad examples from practice that illustrate the various points.

### Sample Agenda

9:00 am	Structure: (1) quick context, (2) navigation aids
9:30 am	Style: (3) concise, (4) strong, (5) punchy, (6) punchy punctuation
11:00 am	Break
11:15 am	General: (7) reader-focused, (8) show, don’t tell
12:00 noon	End

Usual duration: 3 hours

Target groups: (1) BD/marketing teams (2) lawyers who persuade (DR, employment, IP, etc. teams)

Note: The course can be tailored to one of the above groups.

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## Master Class

Partners and senior lawyers spend too much time editing associates' work. Associates don't get useful writing help from their supervisors. The result: frustration on both sides.

No more.

In this interactive workshop, partners and other team leaders will learn six quick ways to improve their direction and feedback: (1) active project management, (2) better time allocation, (3) systematic editing, (4) clear structuring, (5) consistent usage, and (6) simple style.

In the second half of the workshop, participants edit sentences from practice and discuss concrete feedback that leads to real improvement.

### Sample Agenda

9:00 am	Effective direction & feedback: 6 ideas
10:30 am	Break
10:45 am	Practice: Editing & concrete feedback
12:00 noon	End

Usual duration: 3 hours

Target groups: (1) Partners, (2) senior lawyers

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## Intensive Plain English

This interactive workshop offers an intensive treatment of style – the most common problem in legal writing.

Lawyers know poor style when they see it. The problem is how to fix it. In the workshop, participants will learn the science behind transforming their style from “legalese” to plain English in three steps: (1) cut words/syllables, (2) simplify sentences, and (3) refine style using advanced style techniques. Participants practice the three steps while working through writing samples from legal practice.

### Sample Agenda

9:00 am	Step 1: Cut words/syllables for concision
10:00 am	Step 2: Restructure sentences for clarity
11:00 am	Break
11:15 am	Step 3: Refine style
12:00 noon	End

Usual duration: 3 hours

Target groups: (1) Lawyers, (2) support staff

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## Intensive Legal Usage

This interactive workshop offers an intensive treatment of legal usage (grammar, punctuation, vocabulary).

Participants take part in three tests of their ability to spot and correct the most common legal usage errors – from non-parallel constructions to mismatched prepositions to incorrect legal terminology. The tests use examples from participants' own work product when possible. Participants also receive a list of 25 common legal usage errors.

### Sample Agenda

9:00 am	Usage test 1
9:30 am	Discuss
10:00 am	Usage test 2
10:30 am	Discuss
11:00 am	Break
11:15 am	Usage test 3
11:45 am	Discuss
12:00 noon	End

Usual duration: 3 hours

Target groups: (1) New associates, (2) junior lawyers, (3) trainees, (4) support staff

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## Intensive Contract Drafting

Clearly drafted contracts facilitate the transaction. They are easier to understand and negotiate, less likely to have mistakes, and less open to competing interpretations.

In this full-day intensive contract drafting workshop, participants will learn (1) general contract structuring and content; (2) a reasoning technique to map out contract provisions (and entire contracts) that achieve the intended result; (3) tips for drafting clear, concise provisions (cut, simplify, lists, conditions/exceptions, consistent usage, etc.); and (4) common usage errors and litigated terms.

Throughout the workshop, participants review and edit contract excerpts from practice.

### Sample Agenda

9:00 am	Step 1: Contract structure & content: 10 common issues
9:45 am	Step 2: Mapping out rules that achieve the desired result
10:15 am	Break
10:30 am	Step 3: Clear, concise rules: 6 strategies
12:00 noon	Lunch
1:00 pm	Step 3 (cont.)
2:00 pm	Practice: Drafting clear, concise rules
2:30 pm	Break
2:45 pm	Step 4: Common drafting errors & litigated terms
4:00 pm	End

Usual duration: 6 hours (+ lunch break)

Target group: Transactional lawyers