

Legal Writing Coach is not a typical legal writing book. It is a collection of easy-to-use materials, designed for the time realities of busy lawyers, students, and translators. Based on the author's years of global experience in the field, and filled with real examples from practice, *Legal Writing Coach* targets the most common legal writing issues and provides quick, practical solutions.

See the book's Introduction and Table of Contents below.

Introduction

The Golden Rule of Legal Writing: Help the reader get the content as quickly and easily as possible.

Everything in this book aims to help you, the legal writer, follow the Golden Rule. Without exception, your readers are busy people. They come to you because they have a question. They need to understand your answer. If you don't work to express your answer clearly and concisely, it's the reader who has to work to understand it – just what they hoped to avoid when they came to you.

Your writing will improve if you simply keep the Golden Rule in mind as you write.

This is not a typical legal writing book. Few lawyers read legal writing books; they don't have the time.

Legal Writing Coach is a collection of easy-to-use materials, designed for the time realities of busy lawyers, students, and translators. The materials derive from my many years of global experience in the field and reflect the most common writing issues I see. Using real samples from practice, *Legal Writing Coach* targets these issues and provides quick, practical solutions – so you can follow the Golden Rule and serve your reader.

Language-based: Although filled with legal writing samples, *Legal Writing Coach* uses a language-based approach and does not contain legal content per se (one major difference from other legal writing books on the market). It's therefore suitable for lawyers, students, and translators in any jurisdiction who work with English. It will also help you write better in languages other than English.

Red flags: You'll see "red flags" throughout these materials. A red flag means, "Stop. Beware. This is a common problem area and a likely opportunity to improve your writing."

Checkmarks: You'll also see checkmarks throughout the materials (✓). A checkmark means a good or correct example.

Enjoy!

Chris

Table of Contents

- 1. Tone
 - 1.1 Formality factors
 - 1.2 Tone devices
- 2. Usage.....
 - 2.1 Punctuation: Common errors
 - 2.2 Grammar: Common errors.....
 - 2.3 Vocabulary: Common errors.....
 - 2.4 Usage: Conclusion
- 3. Style.....
 - 3.1 Style step 1: Cut words
 - 3.2 Style step 2: Simplify sentences.....
 - 3.3 Style step 3: Refine style
- 4. Structuring

 - 4.1 Structuring question 1: Is the structure logical overall?.....
 - 4.2 Structuring question 2: Does it make sense to follow “ICRA”?

 - 4.2.1 What is ICRA?.....
 - 4.2.2 Make ICRA your servant.....
 - 4.2.3 ICRA in long documents (memoranda, etc.).....

 - 4.3 Structuring question 3: Do I have enough navigation aids?

- 5. Drafting/Presenting Legal Rules.....
- Annexes.....
 - Annex A: Salutations, titles, closings.....
 - Annex B: Punctuating complex and compound sentences.....
 - Annex C: Common vocabulary errors
 - Annex D: Common preposition errors
 - Annex E: British v American legal usage
 - Annex F: Sample edit sheet.....
 - Annex G: Help from Microsoft Word.....
 - Annex H: Word replacement list.....
 - Annex I: Common throat-clearing phrases

Annex J: Common redundancies.....

Annex K: Common “of” constructions

Annex L: Common compound prepositions.....

Annex M: Common vague words.....

Annex N: Common inflated words.....

Annex O: Facts that speak for themselves.....

Annex P: Common nominalizations

Annex Q: Sample office memorandum.....

Annex R: Effective headings.....

Annex S: Paragraphs

Annex T: Helpful transition words

Annex U: Transitioning – good and bad.....

Annex V: Rules for quoting

Annex W: Approaching a new writing project.....

Annex X: Answers to 20 frequently asked questions.....

Annex Y: Practice exercises with answers.....