



LEGAL DRAFTING AND WRITING WORKSHOP

The main purpose of this workshop is to help lawyers, translators, law students and other legal practitioners to acquire a **professional style of writing**.

Developing a good style requires guidance as well as practice. Lawyers are expected to produce emails, memos and letters, amongst other legal documents, that meet the highest standards of quality.

This may seem daunting if English is not your first language. This is the reason why students at Chelsea Legal English are encouraged to follow specific writing rules.

This includes knowing when and how to use the active voice, keeping sentences short and using words and phrases that are appropriate in certain legal scenarios.

Explaining the implementation and application of the law in certain jurisdictions, writing a letter before legal action and explaining the contents of various forms of agreements are just some examples of the topics covered in this practical workshop.

SYLLABUS

UNIT 1. Introduction to Legal Writing and Drafting

- Understanding the role and significance of legal drafting
- Exploring the characteristics of effective legal documents
- Overview of different types of legal documents
- Ethical considerations in legal writing and drafting

UNIT 2. Fundamentals of Legal Drafting- Analyzing legal issues and identifying relevant facts

- Organizing and structuring legal documents
- Importance of clarity, precision, and consistency in language
- Active v passive voice
- The importance of using short sentences and punctuation
- Infinitive v gerund
- Drafting with the reader's perspective in mind



UNIT 3. Drafting Contracts and Agreements

- Key provisions and clauses in contracts
- Drafting enforceable and comprehensive contract provisions
- Understanding the importance of boilerplate clauses
- Avoiding common pitfalls in contract drafting
- Plain legal English v Legalese
- Using artificial intelligence (AI)

UNIT 4. Drafting Pleadings and Legal Opinions

- Structure and format of legal pleadings
- Drafting effective legal arguments and statements of claim
- Legal opinion writing techniques
- Addressing counterarguments and anticipating potential challenges
- Knowing how to use the KISS rule (keep it short and simple)

UNIT 5. Editing and Proofreading

- Techniques for effective editing and proofreading
- Ensuring accuracy and consistency in legal documents
- Reviewing drafts for clarity and precision
- Using technology tools for editing and proofreading