


Write This Way! Writing to Win for Paralegals

CHAIR: **Jane Griesdorf, M.A., *The Writing Consultants***

May 10, 2024

9:30 a.m. – 11:30 a.m.

Total CPD Hours = 2 h Professionalism 

Webcast Only

Law Society of Ontario

CLE24-0050500-D-WEB

Agenda

9:30 a.m. – 9:35 a.m.

Welcome

9:35 a.m. – 10:30 a.m.

PART 1

Is there a Reader in Your Text? Reader Response Theory

- What Do Readers Want
- Reduce Fog: Understand the Readability Index
- Edit for Plain Language
 - Examples and exercises
- Use the Active Voice
 - Watch impersonal constructions
 - Examples and exercise
 - Avoid nominalizations
- Know Your Reader
 - Use strong verbs
 - Avoid blank screen syndrome: Get started
 - Be positive and tactful

- Use Point Form with Pizzazz
 - Edit for parallel structure at the sentence level
 - Examples and exercise

10:30 a.m. – 10:40 a.m. Break

10:40 a.m. – 10:45 a.m. Question and Answer

10:45 a.m. – 11:20 a.m. PART 2

- Outline for the Total Picture
- Write a Clear Overview
- Understand the Value of Point-First Writing
 - Write sentences with substance
 - Include the reasoning
 - Examples
- Edit, Re-Edit, and Edit Again
 - Use transition words and phrases
 - Examples and exercises
- Write Emphatic Sentences
 - Linkage and patterning
 - Keep the sentence core together
 - Avoid expletives
 - Examples
- Break Some Rules: But Not All the Rules
- Know These Email Tips
- Test for Grammar Gremlins: Choose the Correct Word
- Final Editing Checklist

11:20 a.m. – 11:30 a.m. Question and Answer

11:30 a.m. Program Ends