

Take Your Legal Writing Skills to the Next Level: Drafting Clear Emails and Documents



CHAIR: **Ryan Standil**, *Write To Excite*

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Total CPD Hours = 1 h Professionalism P

On-Demand

SKU CLE24-00820

Agenda

Welcome

The Importance of Clear Communication

Confusion Between Lawyers and Clients

Confusion Between Lawyers and Witnesses

Adapting Your Language Based on Your Reader

Written Retainer Agreements

Clear, Complete Docketing

Clarity in the Context of Written Advocacy

Writing Clearly to Opposing Counsel

Practical Considerations: Balancing the Need to Write Clearly with the Pressures of Being Responsive and Meeting Billable Targets

Tone

Three Strategies for Writing Clearly:

- **Be Explicit**
- **Monitor Legal Jargon**
- **Make Obvious Distinctions**

End of Program