



THINK LIKE AN EDITOR: Effective Writing for Paralegals

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

Wednesday, January 11, 2017

9:00 a.m. – 12:00 p.m.

Total CPD Hours = 3 h Professionalism 

LIVE WEBCAST ONLY

Toronto, ON

SKU CLE17-00103

Agenda

9:00 a.m. – 9:05 a.m.

Welcome and Opening Remarks

9:05 a.m. – 10:25 a.m.

PART I

Think Like an Editor: Some Inspiring Quotations

What Do Readers Want? An Editor's Checklist

- Know Your Readers' Needs

Edit for Plain Language

- Reduce Fog
- Understand the Readability Index

Edit for the Active Voice: Don't Be Passive Aggressive!

- Exercise
- Avoid Nominalizations
- Editing Exercises

Check Tabulated Lists

- At the Sentence Level: Check for Parallel Structure
- Exercise

10:25 a.m. – 10:40 a.m.

Coffee and Networking Break

10:40 a.m. – 11:15 a.m.

PART II

Clear Thinking —> Clear Writing

Use a Visualization Tool

- Write from a Cluster Outline

Editor's Checklist: Write a Clear Overview

- Understand the Value of Point-First Writing
- Checklist for Point-First Focus: Avoid Hidden Focus
- Include the Reasoning
- Keep the Sentence Core Together
- Examples

Write Emphatic Sentences

- Consider Sentence Pattern
- Give Your Writing Linkage and Flow

11:15 a.m. – 11:45 a.m.

PART III

Break Some Rules

Use Resumptive and Summative Modifiers

Grammar Quiz

11:45 a.m. – 12:00 p.m.

Question and Answer

12:00 p.m.

Program Ends