

# Take Your Legal Writing Skills to the Next Level: Writing Concisely for Paralegals

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

Total CPD Hours = 1 h Professionalism <sup>P</sup>

On Demand

SKU CLE26-0064000-D-VID

## Agenda

Welcome

Step 1 – Deleting Unnecessary Words

Step 2 – Reducing Syllable Count

Step 3 – Shortening Verbose Phrases

When Conciseness is Counterproductive

Practical Business Considerations

Making It Easy to Respond to You

The Trade-Offs: Conciseness, Clarity, and Readability

End of Program