


# Writing to Win for Lawyers: Pitfalls to Avoid!

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

June 15, 2021

9:30 a.m. to 11:30 a.m.

Total CPD Hours = 2 h Professionalism 

Law Society of Ontario  
Webcast

SKU CLE21-00603

## Agenda

- |                        |   |
|------------------------|---|
| 9:30 a.m. – 9:35 a.m.  | <b>Welcome and Opening Remarks</b>  |
| 9:35 a.m. – 10:30 a.m. | <b>Forget the Legal Jargon</b> <ul style="list-style-type: none"><li>• Provide your reader with a strong overview</li><li>• Use point first writing at all levels of your document</li><li>• Examples and exercises</li></ul> <b>Provide Context before Detail</b> <ul style="list-style-type: none"><li>• Focus then point</li><li>• Add the "Why"</li><li>• Give context to quotations</li><li>• Examples and exercises</li></ul> |

**Don't Forget "Fog": Be Human!**

- Exercise

**Remember These Plain Language Principles**

- Lighten up!
- Use the active voice
- Avoid nominalizations
- Exercises

**10:30 a.m. – 10:35 a.m.**

**Break**

**10:40 a.m. – 11:15 a.m.**

**Edit for Unity, Coherence, and Emphasis**

- Provide coherence with transition words and repetition
- Exercise: critique the transitions

**Write Emphatic Sentences**

- Keep the sentence core together
- Remember sentence pattern

**Review These Key Style Structures: Try Some Imitations**

- Watch style hazards
- Study these effective rhetorical devices and style flourishes
- Punctuate for style

**11:15 a.m. – 11:30 a.m.**

**Question and Answer Session**

**11:30 a.m.**

**End of Program**