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# Take Your Legal Writing Skills to the Next Level: Email Best Practices



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

**SPEAKERS: Madison Goodacre**, *Siskinds LLP*

**Christopher Sinal**, *Siskinds LLP*

**Total CPD Hours = 1h Professionalism** 

**On-Demand**

**SKU CLE25-0114000-D-VID**

## **Agenda**

**Welcome**

**Email Length**

**Making it Easy to Reply to You**

**Appropriate Response Time**

**Subject Lines**

**Pleasantries**

**Copying – Reply vs. Reply All**

**Sending Follow-up Emails**

**Deciding Between Email and Oral Communication**

**End of Program**