

Business writing for NQs

Synopsis

Is my written work good enough to go out unchecked? How do I develop different styles for different situations? How do I supervise quickly and effectively?

This workshop helps newly qualified solicitors step up to the high standards of writing now expected from them as they start their careers.

Duration

3 hours

Format

Practical exercises with swapping and tutor feedback.

Delegates

Newly qualified solicitors
Maximum 12 per course

Outcomes

As a result of attending the course, you will:

- plan your writing more effectively
- write quickly, confidently and fluently
- give straightforward actionable advice (even in complex matters)
- review your own work (and other people's) more effectively

Content

The session will focus on whatever new skills you need to develop. Here are some of the possibilities.

- Ensuring high quality output – reviewing other people's work quickly and effectively
- Writing under pressure
 - Techniques for focusing on the reader
 - How to set specific objectives
 - Using different structural tools
 - Persuasive / high impact writing
 - How to highlight what matters
- Writing for business development
 - Ever more focus on the reader
 - Emphasis and tone techniques
 - Group discussion on key techniques
- Writing so that your readers really understand
 - Choosing words effectively
 - Explaining legal concepts successfully