

E-learning: Business writing

Synopsis

Clients love lawyers who write well, who speak their language and who give clear advice.

This course covers some simple techniques you can use to make your writing more reader-friendly.

We're all creatures of habit and changing the way you write isn't always easy. But if you follow the techniques we recommend then you will write faster and more effectively.

Duration

3 hours

Format

You can work through the modules of the course at your own pace. You can stop at any time. The next time you log-in you will be prompted to restart the course at the place you left off.

Delegates

Perfect for anyone working within a law firm who is looking to improve their writing skills. From senior lawyers to practice managers, this business writing course will improve how everyone in your firm communicates.

Outcomes

As a result of this course, you will be able to:

- communicate more effectively, both internally and externally when writing
- understand the importance of planning and structure when writing
- use 'tone' to create emphasis and improve sentence structure

Content

The course has four modules

1. Planning
2. Writing paragraphs
3. Writing sentences
4. Tone of voice