

## E-learning: Business writing

### Synopsis

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

This course provides trainees with simple techniques they can use to make their writing more reader-friendly.

### Duration

Completing this course provides 3 hours of PSC Electives

### Format

E-learning

### Delegates

Trainee solicitors

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### 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