

Writing skills

Synopsis

Clear communication: it's vital for a successful law firm.

This session is a call to action for staff at all levels to make improvements to the way that they write. It focuses on all the key skills of good written communication.

We are sensitive to the fact that people can be nervous about writing skills training. It's not like going back to school and nobody will be singled out whatever their starting point.

Duration

3 or 6 hours

Format

The course uses quizzes, exercises and case studies to ensure the training is interactive and engaging.

Delegates

Paralegals and support staff
Maximum 20 per course

Outcomes

As a result of attending the session you will:

- establish clear objectives
- plan your writing more effectively
- analyse and improve your own writing
- use time efficiently – reduced drafting time and supervision time
- help your clients and your colleagues by writing documents which are easier to read and understand

Content

- The basics of good business writing for lawyers
- What goes wrong? The main criticisms of our letters and emails
- Think before you write – the importance of planning
- Making sure your message is understood – putting the reader at the heart of everything you write
- Setting clear objectives – the purpose statement
- Common problems addressed
- Spelling, grammar and punctuation - where to find help
- Letters and emails – should your approach differ?
- Taking responsibility - reviewing your work, proofreading and final checks