

PSC Elective – business writing

Synopsis

Trainees will accelerate their transition from academic writers to commercial lawyers.

The course encourages planning, accuracy and thinking clearly under pressure.

Duration

3 - 6 hours

Format

This course is based around a series of practical exercises.

Delegates

Trainee solicitors

Maximum 20 per course

Outcomes

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

- plan more effectively
- write more efficiently and fluently
- review your work critically before releasing it
- write letters, emails and reports that are concise, clear and easy to read

Content

1. **Specific criteria for your work**
Clarity, brevity, accuracy and other qualities of effective business writing.
2. **Focus on the reader**
Techniques for connecting with different readers.
3. **Objectives, outlines and structural tools**
Planning techniques for effective writing.
4. **How to organise paragraphs that flow**
Sequencing ideas, using topic sentences and signposting techniques.
5. **How to write 'easy reading' sentences**
Keeping the core intact, using the active and the passive effectively, etc.
6. **Persuasion and impact**
Techniques for creating impact.
7. **Changing the tone**
8. **Review and supervision**
Tips for busy trainees.