

PSC Elective – drafting skills

Synopsis

This course will help trainees to contribute efficiently to legal drafting tasks. It looks at pre-drafting disciplines, the proper use of precedents, avoiding ambiguity and other key skills.

Duration

3 hours

Format

Tutored session with individual and group work

Delegates

Trainee solicitors

Maximum 20 per course

Outcomes

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

- draft from scratch more confidently;
- review your drafting more effectively;
- use precedents efficiently; and
- identify and tackle common problems.

Content

1. What makes an effective legal document?
2. Imposing order on chaos – action before drafting
3. Choosing the right structure
4. Drafting tools – recitals, definitions, remedial provisions, etc
5. Drafting clause by clause and managing detail
6. Choosing words that work – familiarity, consistency and precision
7. Using precedents
8. Interpretation and the rules of construction
9. Review and repair