

E-learning: Drafting a Letter of Response

Synopsis

This e-learning course will help junior defendant litigators to perfect the art of writing strong and effective Letters of Response. It is an ideal way of ensuring that everyone in your department has a uniform approach to writing them.

As well as helping to promote early resolution of claims wherever possible, the course will help to ensure that your team are complying with the CPR.

Duration

30 minutes

Format

This practical e-learning course uses a sample Letter of Response. There are links to additional tips to help improve your writing techniques.

Delegates

Suitable for junior solicitors, trainees, paralegals, legal executives and case handlers.

Outcomes

Completing the course will help you to write Letters of Response that:

- help the Claimant to understand your client's case
- help to narrow the issues
- help the court to manage the case
- discourage claims that have little or no merit
- apply pressure towards settlement where appropriate
- comply with the CPR

Content

The course covers:

- What is the purpose of a Letter of Response?
- Who will read the Letter?
- Structure
- Presenting your arguments clearly and precisely
- Final checks

The course uses a draft Letter of Response in a clinical negligence claim to demonstrate the techniques covered.