

E-learning: Drafting witness statements

Synopsis

Well drafted witness statements can make the difference between winning and losing a case. They are a key part of the settlement negotiation process, and if you go to trial, they stand as evidence in chief and are subject to intense scrutiny. It's therefore important that your witness statements are well drafted and used as an effective litigation tool.

This e-learning course shows delegates how to turn witness interview notes into effective witness statements that will help them to win cases.

There is an option to add a drafting exercise at the end of the course.

Duration

30 minutes
2 hours with drafting exercise

Format

A practical e-learning course based on an example witness statement. The course includes links to additional writing skills tips.

Delegates

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

Outcomes

After completing the course, delegates will be able to:

- Write witness statements that use plain English
- Produce witness statements that follow a logical structure
- Write using the witness's own words
- Comply with the court rules on the format of witness statements

Content

The course is based on a witness statement from a personal injury claim. It covers:

- Why am I writing the statement?
- Selecting a good structure for the statement
- Writing clearly and precisely
- Using the witness's own words
- CPR rules on format
- Exhibits

The course has links to Practice Direction 32 and further tips to help delegates improve their writing skills.

Drafting exercise

You can include an optional drafting exercise at the end of the course. You will be asked to draft a witness statement based on a case study. You will then receive written feedback on your draft from one of our experienced tutors.