

Effective Writing Skills

The ability to write legal documents clearly and correctly is the basis upon which clients will assess professional ability and your success in winning cases may be determined. In addition to this, there are other areas where your writing skills will be required throughout your career, for example in day-to-day business communication, article writing and blog creation.

This training course will support you to develop techniques to ensure each document is clear, concise, precise, and accurate in content and vocabulary whilst being easy for the reader to understand.

Course objectives:

- ✓ Identify your audience and understand the aim of the document
- ✓ Understand how to plan a document effectively
- ✓ Learn how to write with impact
- ✓ Learn how to write precisely and persuasively to explain and promote legal ideas