

**TRAINING TITLE**

**LEGAL WRITING SKILLS**

**Training Duration**

**5 days**

**Training Venue and Dates**

SS382	Legal Writing Skills	5	26-30 May 2025	\$5,500	ABU DHABI, UAE
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In any of the 4 or 5-star hotels. The exact venue will be informed later.

**Training Fees**

- \$5,500 per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Lunch

**Training Certificate**

**Define** Management Consultancy & Training Certificate of course completion will be issued to all attendees.

**TRAINING DESCRIPTION**

This training is designed to enhance the legal writing skills of participants, focusing on clarity, conciseness, and accuracy in drafting legal documents. The course will cover essential legal writing techniques and strategies to improve communication in the legal context. Participants will learn how to structure and present legal arguments effectively, while adhering to the conventions of legal writing.

**TRAINING OBJECTIVES**

**By the end of this course, participants will be able to:**

- Understand the principles of clear and concise legal writing.
- Improve their ability to structure legal documents effectively.
- Apply proper formatting and citation techniques in legal writing.
- Write persuasively and logically in legal arguments.
- Avoid common writing errors and ambiguities in legal texts.

**WHO SHOULD ATTEND?**

- Legal professionals, including lawyers and paralegals
- Law students and legal interns
- Anyone involved in drafting legal documents or communication

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## **TRAINING METHODOLOGY**

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your own questions and to share in the development of the right answers using your own analysis and experiences. Tests of multiple-choice type will be made available on daily basis to examine the effectiveness of delivering the course.

Very useful Course Materials will be given.

- 30% Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

## **COURSE PROGRAM:**

### **Day 1: Introduction to Legal Writing**

- Importance of clarity, precision, and readability in legal documents
- Key characteristics of legal writing
- Overview of different types of legal documents (contracts, memos, letters, briefs, etc.)
- Understanding the audience and purpose of legal writing

### **Day 2: Structure and Organization of Legal Documents**

- Essential components of legal documents (titles, headings, body, conclusions)
- Writing clear and effective introductions and conclusions
- Organizing arguments logically and coherently
- Use of paragraphs, bullet points, and subheadings for clarity

### **Day 3: Legal Style and Language**

- The role of formal language in legal writing
- Avoiding jargon and ensuring accessibility
- Using precise legal terminology and avoiding ambiguity
- Common legal writing pitfalls and how to avoid them

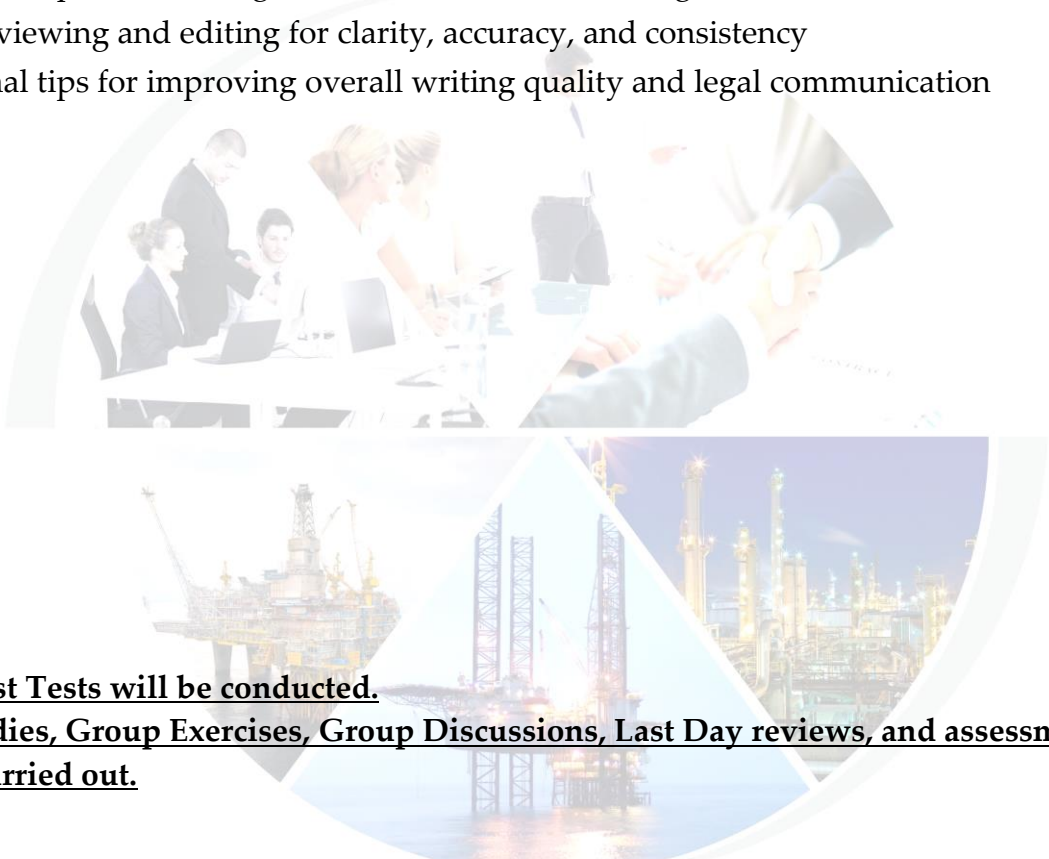
### **Day 4: Citations and Referencing**

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- Importance of proper citation in legal documents
- Citation formats for legal texts (Bluebook, OSCOLA, etc.)
- How to incorporate case law, statutes, and secondary sources into writing
- Avoiding plagiarism and ensuring originality

### Day 5: Writing Legal Arguments and Improving Readability

- Techniques for writing persuasive legal arguments
- The importance of logical flow and coherence in arguments
- Reviewing and editing for clarity, accuracy, and consistency
- Final tips for improving overall writing quality and legal communication



**NOTE:**

**Pre- & Post Tests will be conducted.**

**Case Studies, Group Exercises, Group Discussions, Last Day reviews, and assessments will be carried out.**

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