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Course Name

Legal Writing Skills (Masterclass)

Sector Name
Legal and Corporate Law

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Legal Writing Skills (Masterclass)

Course Introduction

Individuals who provide written legal guidance or compose contract documentation often face scrutiny for being overly wordy, unclear, or uninformative. This critique may arise regardless of whether they serve as external consultants or internal legal counsel working closely with company executives.

However, when executed proficiently, lawyers and advisers can significantly enhance the commercial worth of their written output. Well-crafted legal documents, including advice, correspondence, contracts, and other written materials, contribute to improved outcomes such as enhanced contractor performance, heightened satisfaction among both internal and external stakeholders, diminished risks, and decreased liabilities.

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Target Audience

✓ Lawyers and Attorneys.

✓ Legal Advisors and Consultants.

✓ Paralegals and Legal Assistants.

✓ Judges' Clerks and Legal Researchers.

✓ In-House Counsel.

✓ Contract Managers and Compliance Officers.

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Learning Objectives

- ✓ Apply best writing practices to structure and create more effective legal documents across departments.
- ✓ Choose a suitable English language for legal tasks encountered.
- ✓ Enhance legal writing skills and adeptness in preparing persuasive legal documents.
- ✓ Develop proficiency in structuring a standard commercial contract.
- ✓ Recognize essential terms and conditions to incorporate into contracts.
- ✓ Utilize model contracts and templates as a foundation for their own work.
- ✓ Draft appropriate terms and conditions for various commercial activities.
- ✓ Identify and address excessively risky terms and conditions in proposed contracts from partners, contractors, vendors, or other parties.
- ✓ Offer alternative drafting suggestions to safeguard commercial interests during negotiations.
- ✓ Undertake independent legal research assignments and grasp the stages involved in legal research.
- ✓ Strategically plan legal research, analyze gathered data, and present findings professionally and systematically.

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Course Outline

✓ DAY 01

Principles of Effective Legal Writing & Persuasive Legal Writing

- ✓ Defining effective legal writing.
- ✓ Techniques for clear writing.
- ✓ Structuring legal analysis.
- ✓ Selecting appropriate language, avoiding 'legalese'.
- ✓ Effective editing.
- ✓ Implementing principles in letters, emails, and general correspondence.
- ✓ Transitioning from Objective to Persuasive writing.
- ✓ CRAC Paradigm: Initial Conclusion, Rule Persuasively Articulated, Analysis, Final Conclusion.
- ✓ Types of Persuasive Writing.
- ✓ Developing a Theme.
- ✓ Maintaining a Persuasive Tone.
- ✓ Prioritizing Topics.
- ✓ Structuring Sentences.
- ✓ Awareness of cultural differences.

Legal Analysis & Legal Research Skills:

- ✓ Understanding legal analysis and relevant terminologies.
- ✓ Approach to conducting legal analysis.

Five Levels of Legal Analysis:

- ✓ Raft Repetition vs. Statement of Facts
- ✓ Rhetorical Repetition with Epimone and Commoratio
- ✓ Analogizing
- ✓ Distinguishing and Counter-arguments
- ✓ Policy considerations.

Determining factors for effective legal research.

- ✓ Identifying sources for legal research.
- ✓ Planning Legal Research.
- ✓ Steps including facts collection, objective identification, analysis, formulation of key search terms, and development of a research plan.
- ✓ Presenting Legal Research.
- ✓ Components including introductory section, findings & application of the law, advice & next steps, methodology, and law updates.
- ✓ Utilizing resources such as diagrams, commonly used Latin terms, abbreviations, law journals, practitioner texts, and relevant websites.

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Course Outline

✓ Day 02

Writing Legal Reports & Legal Contracts and Agreements:

- ✓ Essential elements of a legal memorandum.
- ✓ Techniques for case briefs and problem analysis.
- ✓ Understanding contract types including contract under seal, express, implied, executed, and executory contracts.
- ✓ Understanding common contract law terminology.

Contract drafting skills:

- ✓ Recognizing the significance of contract drafting skills.
- ✓ Ensuring adherence to essential contract law principles.
- ✓ Various approaches including bespoke agreements, general terms, purchase orders, framework agreements, deeds, letters of intent, heads of terms, and MOUs.
- ✓ Utilizing pre-existing contracts and templates.
- ✓ Practical exercises to develop drafting skills.
- ✓ Organizing the contract draft effectively.
- ✓ Contents of the Contract.
- ✓ Elements such as title, parties, recitals, dates, definitions, signatures, attachments, exhibits, and schedules.
- ✓ Inclusion of standard clauses like governing law, dispute resolution, variation mechanism, confidentiality,
- ✓ Assignment, force majeure, and notices.

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Course Outline

✓ Day 03

Managing the Negotiated Draft Agreement:

- ✓ Working cooperatively with other parties involved.
- ✓ Identifying and assessing hidden risks within contract clauses.
- ✓ Determining liability allocation through exclusion, limitation, indemnity, insurance, bonds, guarantees, liquidated damages, and penalties.
- ✓ Using clauses to impose obligations or grant powers.
- ✓ Incorporating the concept of reasonableness into contract terms.
- ✓ Negotiating payment and other financial aspects of the agreement.
- ✓ Practical Applications to enhance negotiation and drafting skills.

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 10, 2027	May 12, 2027	3 days	3250.00 $	UAE , Dubai
Nov. 16, 2026	Nov. 18, 2026	3 days	3250.00 $	UAE , Abu Dhabi
Jan. 18, 2027	Jan. 20, 2027	3 days	4950.00 $	USA , Los Angeles
Sept. 6, 2027	Sept. 8, 2027	3 days	3250.00 $	UAE , Abu Dhabi

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