

Writing Training for Legal Professionals

Are You ...

- Concerned that your legal memoranda are rambling and imprecise?
- Worried that your opinion letters are mired in unintelligible legalese?
- Frustrated that your motions are not routinely granted on their pleadings?
- Annoyed that the writing of your support personnel is wordy and unclear?

The Professional Writing Group can help. We recognize that recycling boilerplate language is not always the best option. We understand the nuances of clear legal prose. We know how to enable your staff to communicate more effectively.

PWG implements custom courses for private law firms, paralegal groups, and government agencies. We analyze your documents to shape interventions for your organization's specific communication needs. Here are just a few examples of the legal-writing courses we customize for our clients.

Writing Motions and Supporting Memoranda

- Explains how to plan and produce compelling motions, memoranda, and proposed orders.
- Identifies the components of successful arguments.
- Teaches strategies for crafting clear and concise language.

Writing Comprehensive Administrative Documents

- Discusses how to assess the needs of audiences within and outside of your organization.
- Demonstrates how to define a document's purpose and effectively reach the target audience.
- Teaches editing and design routines for creating clear and precise advisory documents.
- Describes how to turn good research into usable documents.

Effective Emails, Internal Memos, and Letters

- Reviews acceptable formats for internal and external communications.
- Identifies principles of audience analysis and accommodation.
- Teaches effective methods for overcoming grammar issues.
- Demonstrates editing strategies for creating effective routine correspondence.



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