



4D Training

## Writing and Drafting in Plain English

### Who would benefit?

This session is ideal for trainees and lawyers up to 3 years PQE.

### Objective

To provide delegates with the opportunity to critique their writing styles, so that they can detect bad drafting habits and develop a clear, unambiguous communication style.

### Content

- Starter exercise - eliminating unnecessary words
- Superfluous word clusters
- Active versus passive voice
- Redundant expressions and legalese
- Tabulation - when to use it
- Sentence construction and word order - how to avoid ambiguity
- Wrap-up - miscellaneous drafting exercises

### Duration

Half day