

Scandinavian Academy
Training Center

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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: Arts and Skills of Writing Legal Memorandum and Correspondence

Code	City	hotel	Start	End	price	Language - Hours
CO-723SA	Abha	Hotel Meeting Room	2026-12-06	2026-12-10	11950 SR	En - 25

Introduction

The term "legal writing" is generally used to mean all forms of writing written by lawmakers, judges, lawyers and jurists. This includes, but is not limited to, constitutions, laws, regulations, administrative decisions, contracts, instruments and wills, as well as forms of lawsuits, memoranda and judicial submissions to courts and others. All forms of legal writing can be reverted to two main types: legal analysis and legal drafting. This program deals with the both aspects to cover the formulation of administrative decisions as well as memoranda. The jurist must have some general characteristics when he begins to write legal memoranda, in order to be meaningful. Otherwise, the legal memorandum can be fraught with weakness and gaps that can lead to unsatisfactory results. He must have a sense of law, means his ability to conclude many of the points and that through the study of the merits and facts of the subject in consideration and neutrality. The legal sense also depends on the extent of the full background of the writer of the memorandum through the laws and regulations in the field of residence issued by the specialized authorities. The writer must have the ability to summarize the results concluded and organized according to the sequence of events or proceedings and thus allows the judge to consider the subject and view the memorandum in easy and simple way, the skills of writing legal memoranda and correspondences are numerous and of great importance in the field of law.

Target

Provide participants with the necessary skills for excellent legal writing, and

provide them with the necessary information to clarify the legal and provide a theoretical and practical briefing on the assets of the preparation of memoranda and reports and the preparation controls to achieve the goal in each of the following fields:

- The field of litigation and civil and commercial litigation before different courts.
- The field of defense in criminal, administrative, disciplinary and other cases.
- The field of defense before the boards of inquiry and discipline and organizations with jurisdiction and so on.
- The field of daily performance in the legal and judicial field in general.
- The field of daily performance of administrative and security work in the governmental, public, oil and private sectors.
- For full knowledge of all sections of the law.
- Participants acquire sufficient skills in the field of legal writing.
- Provide participants with the necessary information for legal clarification.
- The ability to practice the procedures for legal disputes.
- Full knowledge of contract drafting and documentation in an integrated legal form.
- Acquiring skills in practical dealing with judicial authorities and knowing their competencies.

Outline

- The Concept of Legal Management.
- Study of legal sciences.
- Drafting skills and use of the legal language.
- Legal Drafting basics.
- Legal writing and drafting in contemporary systems.
- General formal features of the legal document.
- Organization of the legal document.
- Linking the form of a legal document to its contents.
- Factors of ease of understanding, document and ease of use.

- The means of ensuring the suitability of the document for its purpose.
- Technical drafting of legal rules.
- Installation of legal sentence.
- Means to improve legal drafting.
- Customization.
- Use short sentences.
- Depreciation.
- Parallel, balance and syntactic repetitive words.
- Related words.
- The objective conditions for writing and drafting legal memoranda.
- Formal assets and conditions for writing and drafting legal memoranda.
- Principles and rules for the preparation of legal memoranda.
- Legislative structure of decisions, regulations and regulations.
- Legislative drafting and drafting of memoranda.
- Memoranda accompanying administrative investigations.
- Legal examination and research memoranda.
- Defense memoranda before the court

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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