

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: Legal Writing and Drafting Skills

Code	City	hotel	Start	End	price	Language - Hours
CO-787SA	Al Baha	Hotel Meeting	2027-05-30	2027-06-03	12950 SR	En - 25

Why Attend

There is a misconception that legal writing and legal drafting is the same but there is a substantial difference between the two. While legal writing typically deals with persuasive documents such as court briefs and legal letters, legal drafting involves creating documents such as contracts. They are both equally important in legal practice. Legal writing is an important skill needed in every practice area of law. Words are used to advocate, inform, persuade and instruct. Are you giving the right impression? Are your clients receiving the right message?

This course focuses on clear legal writing for a global audience. Effective communication with English speaking lawyers is about more than simply words. It entails understanding the unique way these speakers think and approach the legal, political, and business world.

Did you know that most international commercial agreements are drafted in English, irrespective of the nationality of the contracting parties. Drafting contract skills is ideal for lawyers working in English as a foreign language who need to draft, explain or interpret contract clauses written in English. During the course, delegates will look at a wide variety of commercial agreements through to practical drafting sessions. This course will help participants to draft confidently and effectively in English regardless of the governing law.

This is a practical course with many exercises and examples in order to achieve an interactive and stimulating outcome. The course’s activities involve the production of typical work-place legal documents.

Course Methodology

The course consists of group discussions as well as individual and team tasks. There will be writing practice throughout the exercises.

Course Objectives

- Apply plain English style of writing to all legal documents
- Recognize the need for legal clarity in different types of legal documents: legal letters, emails, memorandum and opinions
- Apply good legal writing practice
- Demonstrate the register of legal writing
- Correct common mistakes in legal writing
- Dispense and deal with pitfalls and issues relating to the use of legal jargon
- Proofread effectively

Target Audience

This course is for lawyers, legal secretaries, commercial managers, contract managers and anyone who must draft, amend or update contracts, legal letters and legal opinion. The course is suitable for non-native English speakers looking for a better understanding of English legal terms.

Target Competencies

- Drafting letters
- Proofreading
- Writing in plain English
- Understanding legal terms
- Legal writing practice

Course outline

Legal Drafting

- Signs of a well drafted contract: The simple rules!
- The language of drafting: Will v Shall v Must
- Identifying the legal formalities for a binding contract
- Structure and formation of a commercial contract: follow the formula and you won’t go wrong
- The importance of Boilerplate clauses:
    - No waiver
    - Notices
    - Assignment v Novation
    - Governing v Jurisdiction
    - Force majeure - are we covered for viruses (covid19)?
    - Dispute resolution clause: Litigation v Arbitration v Mediation
- The preliminary documents in international transaction - using Heads of Terms effectively
- Vague words and expressions in commercial contracts- know the pitfalls!
    - Best endeavors v All reasonable endeavors v reasonable endeavors
- Overview of cross border contracts: Distribution v Joint venture v Agency agreements
- Share Purchase Agreements
- Warranties and indemnities
    - Allocating risks and liabilities between the buyer and seller
    - Negotiating warranties from a Share Purchase Agreement

Plain English in Legal Correspondence

- Good legal writing practice
- Moving from legalese to Plain English
- Unnecessary archaic and meaningless phrases

- Collocations
  - Importance of collocations in legal writing
- Pitfalls and issues relating to the use of legal jargon in legal writing
- Writing short emails
- Writing long emails
- Writing formal emails

Writing A Legal Letter

- Layout of a letter
- Body of a letter
- Putting a letter together
- The register of letter writing
- Typical sentences in legal letters
- The letter writing clinic: looking at the ten most common problems
- Rewriting letters
- Rewriting informal sentences to modern alternatives
- Correcting common mistakes in letter writing

Legal Writing Troubleshooting

- The problem of English idioms
- Rephrasing English idioms
- Easily confused words
- Cutting unnecessary words
- Use of consistent terminology
- Ambiguity: how to avoid it
- Vagueness: how to avoid it
- Misuse of preposition in dates
- Problem words
- Constantly litigated words
- Rewriting sentences to remove gender specific language

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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