



**Course: Expert Legal Writing Course – Writing to win**

**Package: pre-recorded & live lessons**

Module	Lessons / Homework	Content / Syllabus	Lessons' Duration	Deadlines
1	<b>Pre-recorded lessons No. 1-4</b> followed by Interactive Quiz/ Exercise	How to use parallel grammatical structures to assist the reader to understand the message Pt 1.	15 min 25'	Self-studying deadline: before <b>Group lesson No.1</b>
		How to use parallel grammatical structures to assist the reader to understand the message Pt 2.	12 min 30'	
		The use of Latin in legal writing - some essential words and phrases.	12 min 55'	
		How and when to use definite, indefinite and zero articles Pt 1.	13 min 35'	
2	<b>Group lesson No.1</b>	Parallel grammar in sentences and contracts. Legal Latin words used in the law. Rules on using Definite and Indefinite articles.	40 min	To be announced on the website
	Home task: <b>Web Quest No.1</b>	Reporting on differences ADR and Litigation	-	Self-completion deadline: 2 days before the next Group lesson
3	<b>Pre-recorded lessons No. 5-8</b> followed by Interactive Quiz/ Exercise	How and when to use definite, indefinite and zero articles Pt 2.	8 min 10'	Self-studying deadline: before <b>Group lesson No.2</b>
		How to write restrictive and non-restrictive adjectival clauses by adding or removing a comma.	14 min 30'	
		Cohesive writing - how to construct your paragraphs so that the ideas flow from one sentence to the next.	20 min 10'	
		The meaning and use of the words hereby, thereby and whereby.	9 min 01'	
4	<b>Group lesson No.2</b>	When to use Zero articles. Changing the meaning of sentences by using punctuation. Cohesive writing for Persuasion. Understanding legalese vocabulary.	40 min	1 week after <b>Group lesson No.1</b>
	Home task: <b>Web Quest No.2</b>	Comparing and contrasting Arbitration from Litigation.	-	Self-completion deadline: 2 days before the next Group lesson
5	<b>Pre-recorded lessons No. 9-12</b> followed by Interactive Quiz/ Exercise	How to organise the information in a paragraph.	14 min 54'	Self-studying deadline: before <b>Group lesson No.3</b>
		The seven most commonly used paragraph structures and which to choose to deliver different types of information.	12 min 35'	
		How to use themes and rhemes in the sentences in a paragraph for the ideas to flow sentence to the next.	8 min 45'	
		Power words to use in your legal writing 1. Because.	9 min 35'	
6	<b>Group lesson No.3</b>	Common paragraph structures. Continuing ideas into following sentences. Structure of persuasive texts.	40 min	1 week after <b>Group lesson No.2</b>
	Home task: <b>Web Quest No.3</b>	Drafting an arbitration construction claim.	-	Self-completion deadline: 2 days before the next Group lesson



7	<b>Pre-recorded lessons No. 13-16</b> followed by Interactive Quiz/ Exercise	Power words to use in your legal writing 2. Although.	10 min 10'	Self-studying deadline: before <b>Group lesson No.4</b>
		Power words to use in your legal writing 3. But	11 min 55'	
		Phrasal verbs - what they are and how to use them in legal writing.	10 min 55'	
		Letter writing for specific purposes - Letters of complaint.	10 min 05'	
8	<b>Group lesson No.4</b>	Vocabulary of persuasive texts. Using idiomatic legal phrases, tone of legal correspondence.	40 min	1 week after <b>Group lesson No.3</b>
	Home task: <b>Web Quest No.4</b>	Preparing a case summary.	-	Self-completion deadline: 2 days before the next Group lesson
9	<b>Pre-recorded lessons No. 17-20</b> followed by Interactive Quiz/ Exercise	Letter writing for specific purposes - Letters of apology.	11 min 50'	Self-studying deadline: before <b>Group lesson No.5</b>
		Letter writing for specific purposes - Letters before action.	10 min 20'	
		Litigation and arbitration texts, Part 1. – How to write so that judges will like you.	12 min 25'	
		Litigation and arbitration texts, Part 2. – How to build credibility with the court and arbitrators.	13 min 45'	
10	<b>Group lesson No.5</b>	The 5 C's of legal writing (clear, concise, correct, complete, courteous). Concise writing techniques. Avoiding common errors in Litigation and Arbitration pleadings.	40 min	1 week after <b>Group lesson No.4</b>
	Home task: <b>Web Quest No.5</b>	Preparing an Appeal Court pleading	-	Self-completion deadline: 2 days before the next Group lesson
11	<b>Pre-recorded lessons No. 21-24</b> followed by Interactive Quiz/ Exercise	Litigation and arbitration texts, Part 3. – How to use brackets to best explain your case citations.	21 min 55'	Self-studying deadline: before <b>Group lesson No.6</b>
		Five steps towards persuasive legal writing.	13 min 35'	
		General rules of vocabulary, sentence and paragraph length.	8 min 25'	
		60 tips for effective legal writing.	11 min 25'	
12	<b>Group lesson No.6</b>	Using brackets for explanatory emphasis in litigation. Using examples and illustrations to aid the reader's understanding. Best practices for sentence and paragraph writing.	40 min	1 week after <b>Group lesson No.5</b>
	Home task: <b>Web Quest No.6</b>	Writing a letter of advice.	-	Self-completion deadline: 5 days after Group lesson No.6