

SCHEDULE FOR 2012 (9:00 AM TO 5:00 PM)

Law Courts Center • Canadian Paralegal Institute

Modern Litigation Writing Workshop

This summer, learn how to write for your clients' benefit effectively, respectfully and ethically.

This workshop has been designed to be practical and interactive – not academic lectures. Participants review many real-life exercises, individually and in small groups.

At the end of the day, they should be able to:

- Be clear on purpose and effect
- Attend to basic correspondence etiquette
- Learn to answer the relevant questions ethically
- Learn the psychology of delivering good or bad news.
- Use physical features to aid understanding
- Use modern information structure and formats
- Organize letters for highest impact
- Conform to the Law Society of BC's Respectful Language Guidelines



COURSE REPORTING

For your mandatory reporting of hours, this course is 7 hours long; including 2 hours of professional responsibility and ethics, client care and relations, and/or practice management

LOCATION Law Courts Center 150 - 840 Howe Street, Vancouver BC

INSTRUCTORS Kate Austin

RESERVATIONS You may register on-line or complete the form below and return to: **Law Courts Center**, Legal Education Program, 150 - 840 Howe Street, Vancouver, BC V6Z 2L2. Make cheques payable to Law Courts Center.

For more information please call 604-685-2727 in Vancouver or toll free 866- 685-2727.

Kate Austin says:



“Writing clearly and ethically ... is it like learning a new language? The lessons learned from this invaluable workshop will last for years to come.”

REGISTER ONLINE:

FOR LAWYERS: www.lawcourtscenter.com

FOR SUPPORT STAFF: www.canadianparalegalinstitute.com

REGISTRATION (HST #R1283300 IS INCLUDED)

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| <input type="checkbox"/> I am registering under the Law Courts Center, please reserve one seat | \$548.80 |
| <input type="checkbox"/> Our firm wants to reserve two or more seats at the special rate | \$521.36 |

OFFICE USE ONLY

Registered _____

Paid _____



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150-840 Howe Street, Vancouver, BC Canada V6Z 2L2

The prerequisites and expectations for this course

Writing Modern Litigation Writing

Each participant must be able to demonstrate specific skills and complete activities prior to the course.

The participant must have

- a facility with the English language such as the ability to use correct grammar, capitalization, sentence structure, spelling and punctuation
- familiarity with law office procedures (through work experience)
- familiarity with applicable legal terminologies

Participants should receive the workbook at least one week prior to the seminar and should:

- read the text passages
- complete the exercises
- come to the seminar prepared to demonstrate their skill in written and group exercises

Final Marks

The final mark for this course will be based on the participant's submission of all the pre and post-course work.

You will receive:

- A copy of the *Handbook Modern Canadian Litigation Correspondence*
- Sound advice on expressing your ideas clearly and powerfully
- Real-life writing examples to illustrate problems and solutions
- Exercises to reinforce principles of good writing
- Helpful guidance on page layout, including:
 - Rules of Order and Organization
 - Rules for Format
 - Rules for Choosing Words
 - Rules for Sentences

This is what we will be doing for the day.....

<p>9:00 Introductions</p> <p>9:15 Letter Components and Form</p> <p>9:30 Lists for Clarity</p> <p>9:45 Paragraphing</p> <p>10:00 Layout for Effectiveness</p> <p>10:15 <i>Coffee break</i></p> <p>10:30 Body of Letter</p> <p>10:45 Reader/Writer Logic</p> <p>11:00 Organization and Sequence</p> <p>11:30 Putting it all together</p> <p>12:00 <i>Lunch</i></p>	<p>1:00 Purpose and Action</p> <p>1:15 Reference Resources</p> <p>1:30 Client-Friendly Vocabulary</p> <p>2:00 Passive vs Active Language</p> <p>2:30 Overcoming Negativism</p> <p>3:00 <i>Coffee break</i></p> <p>3:15 Tone and Courtesy</p> <p>3:45 Reader Psychology</p> <p>4:15 Writing for Results</p> <p>4:45 Farewells, Evaluations</p>
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