LEARNERS POINT TRAINING

LEGAL DRAFTING

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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 workplace legal documents.
Located at the heart of Dubai

Learners Point is a well-recognized institute in corporate and individual training in the MENA region and has contributed to the career success of more than 110,000 professionals since its founding in 2001. We are ISO 9001:2015 quality management system certified.

Our training institute is licensed by the Government of Dubai, UAE, and our certifications are widely recognized by employers around the globe.

We are also associated with CPD UK, the premier accreditation service provider in the United Kingdom.
Objectives

By the end of the course, participants will be able to:

- 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
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: overlooking them can cost the business billions of pounds.
- The preliminary documents- using Heads of Terms effectively
- Vague words and expressions in commercial contracts- know the pitfalls!
- Overview of cross border contracts: Distribution v Joint venture v Agency agreements
- Share Purchase Agreements: allocating risks between the buyer and seller
- Troubleshooting: trace and correct errors in your contract
Plain English in Legal Correspondence

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

Troubleshooting in Legal Writing

- Rewriting letters
- Rewriting informal sentences to modern alternatives
- Correcting common mistakes in letter writing

- 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
- Personal pronouns
- Choosing the right words
- Rewriting sentences to remove gender specific language
We, at Learners Point, take immense pride in our teaching methods and instructors. Our instructors are some of the best experts from their fields and employ a practical approach to learning. Many of them are globally recognised and have a diverse set of experience in their field of expertise. You are always sure to have the best in the industry as your teachers who are ready to guide you at every step and make the experience informative yet enjoyable. Apart from the focus on learning your chosen course, our instructors also encourage students to develop communication skills and interpersonal skills necessary to excel in the practical world. We offer one of the best Legal Drafting courses in Dubai.

Our cutting edge teaching methods make every program an immersive and productive experience for the learners. Our learning methods are research-driven and are continuously updated to stay relevant to present times as well as the future. You will enjoy practical applications of everything learned through theory and regular mock examinations to help monitor your progress. Our courses are led by an instructor in a classroom setup and we do offer online high-quality sessions as well for individuals. We also monitor the training sessions with a progress tracker to maintain high standards of instruction & ethics.
Wael Elmagdoub: Finance Manager

"I had a wonderful time learning at Learners Point, from the admission, to the administration support, and to the instructors who are all professionals. They have given me an A+ learning experience, I highly recommend the institution to be your learning stage to level up your professional careers. Cheers to the Learners Point."

Hamid Rahman

“I approached LearnersPoint with really high expectations about the relevance of the program and the intellectual level of the learning experiences. And I came out with every expectation exceeded. I recommend this course to make a difference for you all.”