



## Plain Language for Lawyers

3 hours • 4 tools • Limited participants • Public training

Refresh your drafting skills to write clear, client-focused advices and transaction documents.

We use real-world examples of legal texts and show you how to:

- convey complex content simply, precisely and efficiently
- better assess how a reader navigates a document
- improve client understanding without compromising legal meaning.

### Outline

Tool	Activities
Clarify the core message	Apply the core message test to focus your content and trim nonessential information.
Assess the architecture	Map the structure of longer documents, and check it against 5 principles to evaluate the strengths, weaknesses and priorities to address.
Set the right tone	Use our tone scale to measure the formality of your material and to better engage your readers.
Keep it short and simple	Simplify word choice and shorten sentence length while retaining legal meaning.

You can enrol through the [store](#) page on our website.

### Key details

- \$450 plus GST
- 9.30 am to 12.30 pm
- Virtual training with remote access

### Plain English in practice

Professionals find our training tools and activities highly practical and beneficial.

‘Our firm will benefit from these tools for writing in plain language and getting our message across.’

‘The training was really practical and easy to implement.’

‘All the tools will be useful in my professional career.’

‘Learning about how people digest information is useful insight. It helps me understand what to avoid as a writer and why.’