



# *New legal writing seminar!*

## **In-person or Webcast**



# **Creating Easy-to-Read Documents**

## *with Stuart Teicher*

**Tuesday, March 22, 2016**

**Live in-person**

**1:00 pm – 4:00 pm (Eastern)**

Global Knowledge Training Centre

2 Bloor St. E., 31<sup>st</sup> Floor • Toronto

**Live webcast on your computer**

*with free 30 day replay\**

10:00 am – 1:00 pm (Pacific)

11:00 am – 2:00 pm (Mountain)

12:00 pm – 3:00 pm (Central)

1:00 pm – 4:00 pm (Eastern)

2:00 pm – 5:00 pm (Atlantic)

*This webcast allows for live interaction between attendees and the presenter, including the ability to ask questions by web chat, and receive live answers by video. SK attendees please verify whether you align with Central (MB) or Mountain (AB) time based on season and location.*

## **Who Should Attend**

This practical, tip-packed program is designed for lawyers who want to learn simple strategies to create more readable litigation or transaction documents.

## **About the Program**

Distilling legal documents to their most basic elements is the key to creating effective persuasive legal writing. It's also the best way to draft readable documents for transactions. This program will show you how to make your legal writing more clear, concise, and direct. Professional educator and lawyer Stuart Teicher will help you develop a readable mindset, and give you a step-by-step approach for drafting easy-to-read documents. You'll examine the three parts of writing - thinking, organizing, and executing; explore the technicalities of sentence structure; discover how to reduce long sentences with "shortwriting"; and, learn "the only punctuation you'll ever need to know."

After taking this course you'll be able to...

- navigate and make use of the critical "pre-writing" process
- use a systematic approach for drafting clearer documents
- make your documents easier to read

## **Course Schedule (Eastern)**

**1:00 - 2:30**

### **Developing the Readable Mindset**

- a new way to look at drafting
- understanding the "MPH" approach - Mindset, Process, and Habits

### **The Process for Drafting Readable Documents**

- key pre-writing considerations
- three parts of writing: thinking, organizing, executing

### **Writing Part 1: Thinking**

- role, objective, medium, audience

**2:45 - 4:00**

### **Writing Part 1: Thinking continued**

### **Writing Part 2: Organizing**

- making sense of critical information
- the production order

### **Writing Part 3: Execution**

- why lawyers are verbose
- how "Plain English" is the fix

## **The Only Punctuation You'll Ever Need to Know**

## Here's what past attendees have said about Stuart's writing programs:

- "Very engaging, energetic and enthusiastic presenter. Good mix of practical suggestions, local knowledge and funny clips, images and stories."
- "Wonderful course, refreshing perspective, practical and achievable."
- "Outstanding. Tricked me into thinking I was being entertained, instead of learning drafting/writing skills. Funny!"
- "Very energetic and clearly knowledgeable when speaking on various subject matters relating to document production."
- "Enthusiastic and sincere in his teaching. Effective teaching methodology, interesting and fun."
- "Best CLE course I've ever taken."

## About the Presenter



**Stuart Teicher** is a professional legal educator who focuses on ethics law and writing instruction. A practicing lawyer for over 20 years, Stuart has taught legal writing courses for dozens of bar associations and law societies in the United States and Canada. Stuart is a Supreme Court appointee to the New Jersey District Ethics Committee where he investigates and prosecutes grievances filed against attorneys, and is an adjunct Professor of Law at Rutgers Law School in Camden, New Jersey where he teaches professional responsibility and an adjunct Professor at Rutgers University in New Brunswick, New Jersey where he teaches undergraduate and upper level writing courses. He recently completed a national CPD speaking tour of six Australian cities for Thomson Reuters.



**ON:** This program contains 3.0 Professionalism hours.

**BC, SK & NB:** This program has been approved for 3.0 CPD hours.

Lawyers in other mandatory CPD jurisdictions may count their attendance at this program towards their CPD requirement/plan.

Seminar Partners is an Accredited Provider of Professionalism Content by the Law Society of Upper Canada, and a pre-approved CPD Provider of the Law Society of British Columbia.

✓ **Yes, I want to attend Creating Easy-to-Read Documents, with Stuart Teicher**

**Choose your learning format:**     **Live in-person**    **OR**     **Live webcast with replay\***

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\* Materials will be distributed electronically in advance. Live webcast includes free video replay for up to 30 days after the program. Replay link will be made available 2 to 3 working days after the program. Webcasts cannot replicate the quality or rich interaction of in-person attendance.

**REGISTRATION FEE (with ON HST\*):**

**On or before February 22, 2016: \$350.00 + \$45.50 (13%) HST\* = \$395.50 - Save \$40.00!**

**After February 22, 2016: \$390.00 + \$50.70 (13%) HST\* = \$440.70**

\*If paying by cheque, adjust tax for attendee's province as follows: 5% in AB, BC, MB, NWT, NU, SK, YK. 13% in NB, NL, ON. 14% in PEI. 15% in NS.

**Register online:** <http://seminarpartners.ca/register-for-courses/>

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