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COURSE BROCHURE

Advanced Legal English and Legal Writing Skills Training Course

16 – 27 November 2026
Vienna

Advanced Legal English and Legal Writing Skills Training Course

Ref: 362_12741 **Date:** 16 – 27 November 2026 **Location:** Vienna **Fees:** 10600 GBP

Legal English and Legal Writing Skills is a 2-week advanced training course for lawyers, legal officers and paralegals who work in English as a second language, and it closes with a legal writing style guide for the department. Cross-border deals, foreign counterparties and English-language contracts now make precise legal English a daily requirement. Jupiter Prime Training presents Legal English and Legal Writing Skills through intensive drafting and editing practice.

Why Legal English and Legal Writing Skills Matters Now

Three pressures shape legal English today: more contracts and disputes are conducted in English even when neither party is a native speaker, clients and judges expect plain language instead of archaic phrasing, and digital correspondence leaves a permanent record of every loose sentence. A legal function that writes with precision avoids ambiguity, shortens negotiations and protects its credibility with courts and counterparties; one that writes carelessly invites misreading and costly argument over meaning. The course draws on the plain language movement and the conventions of common law drafting.

Who Gains Most from Legal English and Legal Writing Skills

- Advisers who write legal opinions and memos in English for senior decision-makers
- Contract specialists who negotiate and mark up English-language agreements with foreign counterparties
- Litigation and arbitration support staff who prepare correspondence, witness material and submissions
- Paralegals who summarise case files, statutes and judgments for supervising lawyers
- Corporate secretaries who minute board resolutions and draft formal notices

A legal department sending several members together gains most, because the style guide then reflects shared habits.

Legal English and Legal Writing Skills Capabilities

Participants sharpen the vocabulary, grammar and structure that separate a persuasive legal text from a merely correct one.

- Apply the correct modal verbs for duties, rights, permissions and conditions — the drafter deciding how binding a clause must be
- Build a legal memo with issue, rule, analysis and conclusion in clear order — the partner or general counsel who must decide quickly
- Specify precise contract terminology in place of vague or archaic wording — the counterparty reading the agreement
- Design legal letters that set out demands, deadlines and consequences firmly — the recipient expected to act
- Communicate a legal opinion in plain English with qualifications stated openly — the client relying on the advice
- Test a draft for ambiguity, redundancy and inconsistent definitions — the reviewer signing off the final version

Key Legal English and Legal Writing Skills Terms

- Plain legal English — a style that states legal meaning in ordinary words and short sentences without losing precision.
- Modal verb of obligation — a verb such as shall or must that creates a binding duty in a legal text.
- Term of art — a word or phrase with a fixed legal meaning that differs from its everyday sense.
- Doublet — a pair of near-synonyms, such as null and void, inherited from older legal drafting.
- IRAC structure — a memo pattern of issue, rule, application and conclusion used to organise legal reasoning.
- Without prejudice — a heading that marks correspondence as a settlement offer which cannot later be used as an admission.

Legal English and Legal Writing Skills Day by Day

Day 1: Legal Language in Context

- Common Law and Civil Law Vocabulary — Choosing Terms Across Legal Systems
- Register and Tone Audit — Matching Formality to Court, Client and Counterparty
- Archaic Legalese Inventory — Deciding Which Traditional Phrases to Retire
- Plain Language Principles — Reader-Centred Choices in Legal Documents
- Personal Error Log — Tracking Recurring Grammar and Usage Slips

Day 2: Grammar of Obligation and Condition

- Shall, Must, May and Will — Allocating Duties, Rights and Discretion
- Conditional Clauses With If, Unless and Provided That — Triggers for Liability
- Active Versus Passive Voice — Identifying Who Bears Each Duty
- Tense Consistency in Recitals and Operative Provisions — Avoiding Timing Disputes
- Negation and Exceptions — Drafting Carve-Outs Without Double Negatives

Day 3: Contract Terminology

- Representations, Warranties and Covenants — Remedies Attached to Each Promise
- Indemnity and Limitation of Liability Wording — Allocating Financial Exposure
- Termination and Force Majeure Vocabulary — Exit Rights Under Changing Conditions
- Defined Terms Discipline — Capitalisation, Consistency and Single Meanings
- Boilerplate Clause Language — Entire Agreement, Severability and Notices

Day 4: Latin and Terms of Art

- Latin Maxims Still in Use — Bona Fide, Inter Alia and Pro Rata
- Procedural Latin in Litigation — Ex Parte, Sub Judice and Res Judicata
- Doublets and Triplets — When to Keep or Collapse Synonym Strings
- False Friends for Arabic Speakers — Words That Mislead Bilingual Lawyers
- Legal Dictionary and Corpus Use — Verifying Meaning Before Committing to Text

Day 5: Legal Correspondence

- Letter Before Action Structure — Demand, Basis and Deadline
- Without Prejudice Correspondence — Protecting Settlement Discussions
- Client Engagement and Advice Letters — Scope, Assumptions and Next Steps
- Email Etiquette for Legal Matters — Privilege Markings and Distribution Lists
- Formal Notices Under Contracts — Service Requirements and Proof of Delivery

Day 6: Memos and Research Notes

- IRAC Memo Framework — Structuring Questions Presented and Short Answers
- Case Law Summaries — Extracting Ratio Decidendi and Obiter Dicta
- Statutory Interpretation Notes — Literal, Purposive and Contextual Readings
- Executive Summary Writing — Bottom-Line Advice for Non-Lawyer Executives
- Citation and Referencing Conventions — Consistent Sources in Internal Memos

Day 7: Legal Opinions and Advice

- Opinion Letter Anatomy — Assumptions, Qualifications and Reliance Limits
- Hedging Language Control — Distinguishing Likely, Arguable and Doubtful Outcomes
- Risk Rating in Advice — Communicating Exposure Without Overstatement
- Board Paper Legal Sections — Advising Directors in Plain English
- Advice for Two Sectors — Construction Claims and Banking Facility Examples

Day 8: Editing for Clarity

- Sentence Length and Structure Edits — Breaking Up Overloaded Provisions
- Nominalisation Removal — Turning Abstract Nouns Back Into Verbs
- Ambiguity Hunting — Syntactic, Semantic and Referential Uncertainty
- Consistency Checks — Definitions, Cross-References and Numbering
- Peer Editing Protocol — Giving and Receiving Line-by-Line Comments

Day 9: Spoken Legal English

- Negotiation Phrases — Proposing, Conceding and Holding Positions Politely
- Client Meeting Language — Explaining Legal Risk to Non-Specialists
- Telephone and Video Call Conventions — Confirming Agreements in Writing Afterwards
- Presenting Legal Updates — Briefing Colleagues on New Rules in English
- Hearing Vocabulary — Addressing Tribunals and Responding to Questions

Day 10: Practising the Legal Writing Style Guide

- Correspondence Rewrite — Applying Day 5 Structures to a Live Letter
- Memo Redraft — Applying Day 6 IRAC Discipline to a Real Question
- Clause Clean-Up — Applying Day 2 and Day 3 Grammar to Contract Text
- Department Glossary Compilation — Preferred Terms and Banned Phrases
- Legal Writing Style Guide — Rules, Templates and Before-and-After Examples

Applying Legal English and Legal Writing Skills After the Course

- Rewrite the department's three most-used letter templates using the plain language and modal verb rules taught, and circulate them for comment.
- Run a monthly peer editing session in which colleagues exchange one memo or opinion and mark ambiguity, nominalisation and defined-term errors.

Legal English and Legal Writing Skills Questions FAQ

What are legal English and legal writing skills and why do they matter now?

Legal English and legal writing skills are the vocabulary, grammar and structures lawyers use to write precise, persuasive legal texts in English. They matter now because more contracts, disputes and advice cross borders in English, and a single loose word can change a legal outcome.

Which roles gain most from legal English and legal writing skills training?

Lawyers, legal officers and paralegals who work in English as a second language gain most. They draft, correspond and advise daily, so better precision and plain style directly reduce misunderstandings with clients, courts and counterparties.

How does legal English and legal writing skills training differ from a general business English course?

A business English course covers everyday commercial communication. This course focuses on legal terms of art, the grammar of obligation, contract vocabulary, memos and opinions, and the editing methods lawyers use to remove ambiguity from binding texts.

What do you bring back from legal English and legal writing skills training?

You bring back a legal writing style guide with preferred terms, banned phrases, letter and memo templates and before-and-after examples. It gives your department one consistent standard for every document that leaves the office.

Legal English and Legal Writing Skills: The Way Forward

The legal writing style guide becomes the reference every drafter checks before a document is sent. Its first use is deciding which existing templates are rewritten first, a choice for the head of legal and senior drafters. After the first quarter, revisit its glossary and banned-phrase list against real edits, since recurring corrections show where the guide needs firmer rules.