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COURSE BROCHURE

Legal English and Plain Language Legal Drafting Training Course

30 November – 4 December 2026
Vienna

Legal English and Plain Language Legal Drafting Training Course

Ref: 850_32241 **Date:** 30 November – 4 December 2026 **Location:** Vienna **Fees:** 5900 GBP

Legal English and Plain Language Legal Drafting is a 1-week training course for lawyers and paralegals who draft in English, built around a clause and correspondence style sheet each participant completes and shares with colleagues. Contracts, opinions and letters now cross borders and languages daily, so imprecise wording turns quickly into disputes, delay and cost. Jupiter Prime Training delivers Legal English and Plain Language Legal Drafting as a text-based course.

Why Legal English and Plain Language Legal Drafting Matters Now

Three forces shape legal writing today. Cross-border deals mean that counterparties, courts and arbitral tribunals read English drafted by non-native writers. Clients and boards expect documents they can follow without a lawyer at their side. Digital contract tools reuse clause libraries at scale, so one loose definition spreads across many agreements and matters. An organisation that drafts precisely shortens negotiations and narrows the room for argument; one that drafts loosely invites disputes over meaning and weak enforcement of its rights.

Who Gains Most from Legal English and Plain Language Legal Drafting

- Practitioners who draft and negotiate commercial agreements in English
- Paralegals who prepare first drafts, schedules and correspondence
- In-house advisers who write opinions and memos for business units
- Contract specialists who maintain clause libraries and templates
- Litigation and arbitration support staff who prepare pleadings and witness material

A legal department or law firm practice group gains most when several drafters attend together and agree one shared house style.

Legal English and Plain Language Legal Drafting Capabilities

Participants learn to produce clauses, letters and memos a counterparty cannot misread.

- Apply correct modal verbs for obligations, rights and conditions — contract negotiators
- Build defined terms and cross-references that hold together — deal teams
- Test clauses for syntactic and lexical ambiguity — dispute risk reviewers
- Design legal letters with a clear demand and response path — clients and counterparties
- Communicate advice in structured memos for non-lawyers — business decision makers
- Specify a house drafting style for repeat documents — legal department heads

Key Legal English and Plain Language Legal Drafting Terms

- Plain language — Writing that the intended reader can find, understand and act on at first reading, without losing legal effect.
- Defined term — A word or phrase given a fixed meaning in a document, usually capitalised and used consistently throughout.
- Operative clause — The part of an agreement that creates rights, obligations or conditions, as opposed to recitals or boilerplate.
- Ambiguity — Wording open to two or more reasonable readings, often caused by modifiers, pronouns or loose conjunctions.
- Legal register — The formal vocabulary and sentence patterns expected in legal texts, including terms of art and set phrases.
- Boilerplate — Standard clauses such as notices, governing law and entire agreement that appear across many contracts.

Legal English and Plain Language Legal Drafting Day by Day

Day 1: The Language of Legal Texts

- Legal Register and Terms of Art — When Formal Wording Adds Meaning
- Latin and Archaic Phrases — Replace, Retain or Explain to Readers
- Sentence Length and Structure — Readability for Mixed Audiences
- Nominalisation Versus Active Verbs — Clarity of Who Does What
- Plain Language Principles — Balancing Precision With Reader Access

Day 2: Drafting Contract Clauses

- Shall, Must, May and Will — Choosing Modals for Obligation and Discretion
- Definitions and Interpretation Clauses — Consistency Across the Agreement
- Conditions Precedent and Provisos — Sequencing Rights and Duties
- Indemnity and Limitation Wording — Allocating Risk Between Parties
- Boilerplate Clause Review — Notices, Assignment and Entire Agreement

Day 3: Removing Ambiguity

- Syntactic Ambiguity Checks — Misplaced Modifiers and Loose Pronouns
- And, Or and And/Or — Clear Lists and Cumulative Conditions
- Time Expressions and Deadlines — Calculating Periods Without Dispute
- Cross-References and Numbering — Navigating Long Agreements Safely
- Arbitration Clause Wording — Seat, Rules and Scope of Disputes

Day 4: Letters, Memos and Advice

- Letter Before Action Structure — Demand, Basis and Response Deadline
- Without Prejudice Correspondence — Protecting Settlement Discussions
- Legal Memo Format — Issue, Rule, Analysis and Conclusion
- Advice Notes for Executives — Bottom Line First, Detail After
- Email Tone in Legal Practice — Courtesy, Firmness and Record Keeping

Day 5: Practising the Clause and Correspondence Style Sheet

- Redrafting a Supply Agreement Extract — Applying Modal and Definition Rules
- Peer Ambiguity Audit — Testing Colleagues' Clauses Against Day 3 Checks
- Rewriting a Client Letter — Plain Language for a Construction Client
- Memo to a Bank Credit Committee — Structuring Advice Under Time Pressure
- Clause and Correspondence Style Sheet — House Rules for Future Drafting

Applying Legal English and Plain Language Legal Drafting After the Course

- Lead a redraft of one frequently used template, applying the modal verb and defined term rules, and circulate a marked-up comparison.
- Run a short ambiguity audit on recent outgoing letters and memos, logging recurring problems and the agreed fix for each.

Legal English and Plain Language Legal Drafting Questions FAQ

What is Legal English and Plain Language Legal Drafting and why does it matter now?

Legal English and Plain Language Legal Drafting is the skill of writing contracts, letters and memos in precise yet readable English. It matters now because unclear wording in cross-border deals is costly and easily repeated.

Which roles gain most from Legal English and Plain Language Legal Drafting?

Lawyers and paralegals who draft in English gain most. That includes contract specialists, in-house advisers and support staff, especially when English is a second language.

How does Legal English and Plain Language Legal Drafting differ from a course on legislative drafting?

This Legal English and Plain Language Legal Drafting course focuses on private documents such as agreements, letters and memos. Legislative drafting deals with laws and regulations, their structure and public consultation, which are covered by other courses in this category.

What do you bring back from Legal English and Plain Language Legal Drafting?

You bring back a clause and correspondence style sheet with house rules on modals, definitions, ambiguity checks and letter structure, plus redrafted samples from your own practice.

Legal English and Plain Language Legal Drafting: The Way Forward

The clause and correspondence style sheet first informs how the next template or standard letter is redrafted. Drafters and reviewers use it as a shared reference. After its first use, revisit which ambiguity patterns still appear in counterparty mark-ups and whether the plain language rules suit every audience the team writes for.