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COURSE BROCHURE

# Legal Advisory Memo Writing and Legal Reasoning Training Course

6 – 10 September 2027
Vienna

# Legal Advisory Memo Writing and Legal Reasoning Training Course

**Ref:** 894_33766 **Date:** 6 – 10 September 2027 **Location:** Vienna **Fees:** 5900 GBP

Legal Advisory Memo Writing and Legal Reasoning is a 1-week training course for in-house lawyers and legal assistants who answer questions from business colleagues, and each participant leaves with a reasoned advisory memo and reply letter set built on a live question. Business units now expect advice that states the issue, the rule and a usable conclusion quickly. Jupiter Prime Training offers this course on Legal Advisory Memo Writing and Legal Reasoning.

## Why Legal Advisory Memo Writing and Legal Reasoning Matters Now

Three pressures shape advisory work today. Commercial teams expect short answers that survive scrutiny. Research databases return more authority than anyone can absorb, so selecting sources matters more than finding them. Auditors increasingly ask how conclusions were reached. An organisation whose memos isolate the question and reason openly makes decisions it can defend later; vague advice invites delay and exposure. The course rests on the Issue, Rule, Application, Conclusion IRAC method and its variant Conclusion, Rule, Explanation, Application, Conclusion CREAC.

## Who Gains Most from Legal Advisory Memo Writing and Legal Reasoning

- Legal staff who receive questions from business units and return written opinions
- Assistants who gather statutes, clauses and precedents for advice
- Counsel who answer letters from counterparties
- Contract and claims staff who record the reasoning behind a stated position
- Recently qualified lawyers moving into advisory work

An in-house legal department that sends two or three members together gains most, leaving with a shared memo layout.

## Legal Advisory Memo Writing and Legal Reasoning Capabilities

Outcomes turn a loose business question into a reasoned opinion and letter.

- Frame a precise question presented from an informal request — the colleague who needs an answer
- Apply IRAC and CREAC to order rules and facts — the reader who must follow the reasoning
- Weigh binding and persuasive authority before relying on it — the senior lawyer who signs the memo
- Distinguish objective analysis from advocacy in tone and structure — the audience of each document
- Cite statutes, clauses and precedents consistently — anyone who later checks the source trail
- Compose a formal reply letter that reflects the memo's conclusion — the external party and the file

## Key Legal Advisory Memo Writing and Legal Reasoning Terms

- Question presented — a one-sentence statement of the legal issue and its key facts
- Brief answer — a short direct response to the question presented placed before the analysis
- IRAC — Issue, Rule, Application, Conclusion, a sequence for ordering legal reasoning
- Binding authority — a source such as a statute or higher court ruling that a decision-maker must follow on the issue
- Persuasive authority — a source that may influence a decision but need not be followed, such as commentary or foreign rulings
- Counter-analysis — a fair statement of the strongest opposing reading and why the conclusion still holds

## Legal Advisory Memo Writing and Legal Reasoning Day by Day

### Day 1: The Advisory Function and the Business Question

- Intake Of Informal Requests — Which Questions Need A Written Opinion
- Question Presented Formulation — Narrowing Scope Before Research Begins
- Fact Statement Assembly — Separating Confirmed Facts From Assumptions
- Reader Profiling For Executives — Depth And Length Of The Opinion
- Memo Anatomy And Heading Order — How Readers Navigate The Document

### Day 2: Research and Authority

- Hierarchy Of Legal Sources — Choosing Which Authority Controls
- Statutory Interpretation Approaches — Reading Ambiguous Provisions Consistently
- Contract Clause Construction — Applying Terms To Disputed Facts
- Precedent Selection And Distinguishing — Relying On Or Setting Aside Rulings
- Citation Conventions And Pinpoint References — Letting Reviewers Verify Each Source

### Day 3: Structured Reasoning with IRAC and CREAC

- IRAC Sequencing For Single Issues — Keeping Rule And Application Linked
- CREAC For Multi-Issue Opinions — Leading Each Section With Its Conclusion
- Rule Synthesis From Several Sources — Stating One Workable Test
- Counter-Analysis And Risk Ranking — Showing Where The Advice Is Weaker
- Brief Answer Placement — Giving Executives The Outcome First

### Day 4: Tone, Audience and Formal Letters

- Objective Versus Persuasive Register — Matching Voice To The Document's Purpose
- Hedging And Qualified Opinions — Stating Uncertainty Without Losing Clarity
- Formal Letter Conventions — Salutation, Reference Lines And Without Prejudice Marking
- Response Letters To Counterparties — Asserting A Position While Leaving Room
- Internal Cover Notes — Carrying Advice To Non-Lawyer Decision-Makers

## Day 5: Practising the Advisory Memo and Reply Letter Set

- Applying Question Presented And Fact Statement — Framing A Live Issue
- Applying Source Hierarchy And Citation — Building The Authority Section
- Applying CREAC And Counter-Analysis — Drafting The Discussion
- Peer Critique Against A Memo Checklist — Revising Before Sign-Off
- Completing The Advisory Memo And Reply Letter Set — Final Version For Circulation

## Applying Legal Advisory Memo Writing and Legal Reasoning After the Course

- Introduce a one-page memo layout with question presented, brief answer and CREAC discussion for the department's opinions
- Run a monthly review of two recent reply letters against the register criteria taught

## Legal Advisory Memo Writing and Legal Reasoning Questions FAQ

### What is Legal Advisory Memo Writing and Legal Reasoning and why does it matter now?

It is the discipline of turning a legal question into a structured written opinion with traceable reasoning. It matters because colleagues expect faster answers with a visible trail of reasoning.

### Which roles gain most from Legal Advisory Memo Writing and Legal Reasoning?

In-house lawyers and legal assistants who prepare written opinions gain most. Contract and claims staff and newly qualified lawyers also benefit.

### How does Legal Advisory Memo Writing and Legal Reasoning differ from a legal English or contract drafting course?

It focuses on analysis and opinion, not on clause wording or language. You frame questions, weigh authority and reason through IRAC and CREAC, then carry that into a reply letter.

### What will you bring back from Legal Advisory Memo Writing and Legal Reasoning?

You bring back a finished advisory memo and matching reply letter built on a real question. You also return with a memo checklist your department can adopt.

## Legal Advisory Memo Writing and Legal Reasoning: The Way Forward

The advisory memo and reply letter set becomes the template for the next opinion the department issues. Its first use is deciding whether to accept, contest or negotiate a counterparty's claim, read by the general counsel and the business owner of the contract. Afterwards, revisit how the counter-analysis was weighed and recorded.