

Best practice Grammar and Punctuation for Legal Writing

Our mission is to provide a supportive bridge between law and the English language.

This service is offered to you as lawyers and legal support staff – legal secretaries, notary assistants and paralegals.

This bridge is our name – better Legal English. Our name stands for quality, support and the legal context.

Our courses are not in law per se but in Legal English.



Welcome to ABLE, the Academy for better Legal English, one of the very few training centres in Germany exclusively for Legal English.

We have a wide range of services for lawyers, notaries public, and legal support staff, for example assistants, secretaries and paralegals. Perhaps you have a special need which is not covered by our programme. No problem. Just drop us a line or give us a call and we shall do our best to integrate this need into our programme for you.

We wish a very positive learning experience you can apply directly to your job.

Best wishes

Dr. L. King



LEGALIZE YOUR ENGLISH !



Best-practice Grammar and Punctuation for Legal Writing

**Intensiv-Workshop zur Verbesserung
Ihrer englischsprachigen Grammatik
und Interpunktion**

Getting your grammar and punctuation right

Legal drafts and their complexity demand a high register of language and grammar knowledge. Let's be honest. The spell check in the software may be useful, but the grammar check has severe limitations. OK, you can run to a dictionary, but grammar issues need more research. And can you really rely on your secretary or colleague?

Many Native Speakers of English judge people's quality by their grammar and punctuation. They cannot judge the legal content perhaps, but grammar and punctuation are part of most educated people's repertoire.

You surely do not want the confidence of your client, fellow lawyer or the court in the reliability of your written document to be affected by secondary factors such as grammar and punctuation.

"Grammar is not a time of waste".

(Nancy Cartwright, American actress)

But grammar is such a massive area...

True, but in the workshop you will focus on Legal English-related points of grammar. Explanations and practice will refer to legal contexts such as correspondence, law reports or other legal content.

You will transfer the knowledge gained in this workshop direct to your writing and drafting. Your new approach to grammar will improve your style; you will check impulses to use heavy noun phrases, complex passive sentences, and wordy phrases.

Most important, you will begin to develop a more reader-friendly approach. You will put yourself in the readers' shoes, reading the text from the Anglo-Saxon perspective before dispatch.

Your national language has a different approach to punctuation. Just one example: the comma in German is used for different purposes, with different effects. German sentences, totally acceptable in length to German lawyers, often seem endless to English colleagues. Maybe the air in Britain is thinner, which would explain why the Anglo-Saxons prefer longer breaks implemented by the semi-colon and the full stop or period.

Then there's the pesky problem of prepositions. They are more rigid and self-willed than any human or cat. Here's a challenge for you: try to write a short letter of legal content without any prepositions. Legal language is full of them, each one hiding a trap-door for the non-native to fall into. These little monsters will therefore be included in the course.

**Grammar always begins with grrrr....
but ends in ah!**



Want to find out more?

You can find a more detailed account of this interactive workshop and other workshops on the ABLE website.

www.able-europe.eu

**You never know, you might even
end up as a grammar-phile**