



# EFFECTIVE LEGAL WRITING



6 hours remote lecturing

Held over 2 days

## THE COURSE AT A GLANCE

**Are you tired of the way your company or firm drafts contracts, policies or opinions, and are you ready to take on the challenge of communicating professionally, clearly and effectively?**

This course will help you understand the requirements for effective legal writing, analyse your own writing, and develop strategies to improve your writing. Whether you write consumer-facing communication, business-to-business contracts, policies, or opinions, this interactive course will give you the tools to communicate effectively. You will be required to prepare some work before the course starts, and between modules.

**DATES AND TIMES:** 27 and 29 July, 9:00 to 12:00 **OR** 25 and 27 October, 9:00 to 12:00 - SAST

**NUMBER OF HOURS:** Six hours, over two days

**FEE:** R1,500 per delegate. The fee includes any course materials.

Full payment must be received two weeks before the course starts.

**PRESENTERS:** **Liezl van Zyl** and **Elizabeth de Stadler** - Directors at Hey Plain Jane, an information design agency

**COURSE FORMAT:** Presented remotely on Zoom

**CERTIFICATE:** A certificate of attendance from UCT

**DEADLINE:** Registrations close two weeks before the course starts

## TO REGISTER OR FOR MORE INFORMATION:

Email: Don Coue on [don.coue@uct.ac.za](mailto:don.coue@uct.ac.za)

Or visit: [www.lawatwork.uct.ac.za](http://www.lawatwork.uct.ac.za)