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Course: Arts and Skills of Writing Legal Memorandum and Correspondence

Code	City	Hotel	Start	End	Price	Language - Hours
723	Zurich (Switzerland)	Hotel Meeting Room	2025-12-29	2026-01-02	5450 €	En - 25

Introduction

The term "legal writing" is generally used to mean all forms of writing written by lawmakers, judges, lawyers and jurists. This includes, but is not limited to, constitutions, laws, regulations, administrative decisions, contracts, instruments and wills, as well as forms of lawsuits, memoranda and judicial submissions to courts and others. All forms of legal writing can be reverted to two main types: legal analysis and legal drafting. This program deals with the both aspects to cover the formulation of administrative decisions as well as memoranda. The jurist must have some general characteristics when he begins to write legal memoranda, in order to be meaningful. Otherwise, the legal memorandum can be fraught with weakness and gaps that can lead to unsatisfactory results. He must have a sense of law, means his ability to conclude many of the points and that through the study of the merits and facts of the subject in consideration and neutrality. The legal sense also depends on the extent of the full background of the writer of the memorandum through the laws and regulations in the field of residence issued by the specialized authorities. The writer must have the ability to summarize the results concluded and organized according to the sequence of events or proceedings and thus allows the judge to consider the subject and view the memorandum in easy and simple way, the skills of writing legal memoranda and correspondences are numerous and of great importance in the field of law.

Target



Provide participants with the necessary skills for excellent legal writing, and provide them with the necessary information to clarify the legal and provide a theoretical and practical briefing on the assets of the preparation of memoranda and reports and the preparation controls to achieve the goal in each of the following fields:

- The field of litigation and civil and commercial litigation before different courts.
- The field of defense in criminal, administrative, disciplinary and other cases.
- The field of defense before the boards of inquiry and discipline and organizations with jurisdiction and so on.
- The field of daily performance in the legal and judicial field in general.
- The field of daily performance of administrative and security work in the governmental, public, oil and private sectors.
- For full knowledge of all sections of the law.
- Participants acquire sufficient skills in the field of legal writing.
- Provide participants with the necessary information for legal clarification.
- The ability to practice the procedures for legal disputes.
- Full knowledge of contract drafting and documentation in an integrated legal form.
- Acquiring skills in practical dealing with judicial authorities and knowing their competencies.

Outline

- The Concept of Legal Management.
- Study of legal sciences.
- Drafting skills and use of the legal language.
- Legal Drafting basics.
- Legal writing and drafting in contemporary systems.
- General formal features of the legal document.



- Organization of the legal document.
- Linking the form of a legal document to its contents.
- Factors of ease of understanding, document and ease of use.
- The means of ensuring the suitability of the document for its purpose.
- Technical drafting of legal rules.
- Installation of legal sentence.
- Means to improve legal drafting.
- Customization.
- Use short sentences.
- Depreciation.
- Parallel, balance and syntactic repetitive words.
- Related words.
- The objective conditions for writing and drafting legal memoranda.
- Formal assets and conditions for writing and drafting legal memoranda.
- Principles and rules for the preparation of legal memoranda.
- Legislative structure of decisions, regulations and regulations.
- Legislative drafting and drafting of memoranda.
- Memoranda accompanying administrative investigations.
- Legal examination and research memoranda.
- Defense memoranda before the court



The Scandinavian Academy for Training and Development employs modern methods in training and skills development, enhancing the efficiency of human resource development. We follow these practices:

• **Theoretical Lectures:**

- We deliver knowledge through advanced presentations such as PowerPoint and visual materials, including videos and short films.

• **Scientific Assessment:**

- We evaluate trainees skills before and after the course to ensure their progress.

• **Brainstorming and Interaction:**

- We encourage active participation through brainstorming sessions and applying concepts through role play.

• **Practical Cases:**

- We provide practical cases that align with the scientific content and the participants specific needs.

• **Examinations:**

- Tests are conducted at the end of the program to assess knowledge retention.

• **Educational Materials:**

- We provide both printed and digital scientific and practical materials to participants.

• **Attendance and Final Result Reports:**

- We prepare detailed attendance reports for participants and offer a comprehensive program evaluation.

• **Professionals and Experts:**

- The programs scientific content is prepared by the best professors and trainers in various fields.

• **Professional Completion Certificate:**

- Participants receive a professional completion certificate issued by the Scandinavian Academy for Training and Development in the Kingdom of Sweden, with the option for international authentication.

• **Program Timings:**

- Training programs are held from 10:00 AM to 2:00 PM and include coffee break sessions during lectures.