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*Lesson #1: How to
get seriously good
Module 1: Introduction
to Plain English Legal
Writing*

Plain Legal English
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Part 1 Legal English
writing: Unit 1 -
Subject Verb Object;
the 'active' voice.

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(borrowed from Legal
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English): [14] Instead
of writing ' X was in
violation of the law ',
write ' X violated the
law.' Instead of
writing ' X will furnish

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an indemnification to
Y', write 'X will
indemnify Y.' Instead
of 'make
accommodation for',
use ...

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1) As with all writing,
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think about your
audience – writing to
another lawyer will be
very different to
writing to a client who
is a layperson. 2) If
you're aiming for
clarity in your writing,
then the Plain English
campaign has two
excellent writing
guides.

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in a language
investors can
understand: plain
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a new style of thinking
and writing, whether
you work at a
company, a law firm,
or the U.S. Securities
and Exchange
Commission. We

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must question
whether the
documents we are
used to writing
highlight the important
information investors
need

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Plain language (also
called plain writing or
plain English) is
communication your

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audience can
understand the first
time they read or hear
it. The Plain Writing
Act of 2010 defines
plain language as:
Writing that is clear,
concise, well-
organized, and
follows other best
practices appropriate
to the subject or field
and intended
audience.

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What is plain
language? |

plainlanguage.gov

It is possible to use
plain English in legal
documents. It does
not mean sacrificing
accuracy for clarity.

The excuse that legal
writing has to be
complex to avoid
misinterpretations
does not stand up.

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not clearly written.

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of legal writing is
notorious for its
unnecessarily

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Complex words, legal jargon, and convoluted sentences that can obscure meaning and create ambiguity. Laypeople have often criticized or ridiculed this style of writing, finding it difficult to read and comprehend. And many jurists have agreed.

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By Deborah E.
Bouchoux. "Plain

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~~10 tips for better legal
writing—American Bar
Association~~

Plain language legal
writing refers to legal
writing that is well
thought-out, well
organized, and
understandable to the
client without
interpretation: the

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Plain English, the
language is clear, the
legal concepts are
explained and the
technical terms are
defined.

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the simplest, most
straightforward way of
expressing an idea.
You can still choose
interesting words. But
you'll avoid fancy
ones that have
everyday
replacements
meaning precisely the
same thing. Bryan
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