

# € TRAINING

Trends Shaping Legal Memorandum and  
Correspondence

A group of four smiling professionals (three men and one woman) in a meeting setting. The woman in the foreground is wearing a black top and a multi-strand necklace. The others are wearing white shirts. They are sitting around a table with papers and a laptop.

18 - 22 November 2024  
Kuala Lumpur (Malaysia)



# Trends Shaping Legal Memorandum and Correspondence

REF: U2354 DATE: 18 - 22 November 2024 Venue: Kuala Lumpur (Malaysia) - Fee: 5300 Euro

## Introduction:

This training program is a specialized initiative designed to enhance participants' skills in legal writing within the contemporary legal landscape. It provides participants with the knowledge and tools to navigate emerging trends in legal writing, ensuring clarity, precision, and compliance with evolving standards.

## Program Objectives:

By the end of this program, participants will be able to:

- Develop a deep understanding of current trends shaping legal writing.
- Master the art of drafting clear, concise, and persuasive legal memoranda.
- Apply best practices in drafting professional correspondence for legal purposes.
- Adapt to emerging technologies and tools for efficient legal communication.
- Navigate ethical considerations and professionalism in legal writing.

## Targeted Audience:

- Legal professionals, including attorneys, paralegals, and legal assistants.
- Aspiring legal professionals.
- Professionals involved in drafting legal documents and correspondence.

## Program Outline:

### Unit 1:

#### Current Trends in Legal Writing:

- Overview of emerging trends shaping legal writing.
- Analysis of recent developments in legal writing standards.
- Incorporating plain language principles into legal documents.
- Understanding the impact of technology on legal communication.
- Exploring cultural and global considerations in legal writing.

## Unit 2:

### Drafting Legal Memoranda:

- Structure and format of legal memoranda.
- Techniques for conducting legal research and analysis.
- Writing clear and persuasive legal arguments.
- Incorporating case law and statutory authority into legal memoranda.
- Tips for effective editing and proofreading of legal memoranda.

## Unit 3:

### Professional Correspondence in the Legal Context:

- Types of legal correspondence letters, emails, briefs.
- Guidelines for drafting professional and effective correspondence.
- Addressing clients, opposing counsel, and other stakeholders.
- Drafting demand letters, settlement offers, and other legal communications.
- Etiquette and conventions in legal correspondence.

## Unit 4:

### Leveraging Technology in Legal Communication:

- Overview of technology tools for legal writing and communication.
- Utilizing document automation software for drafting legal documents.
- Electronic signatures and digital communication platforms.
- Managing electronic discovery and document production.
- Ensuring data security and confidentiality in digital communication.

## Unit 5:

### Ethics and Professionalism in Legal Writing:

- Ethical considerations in drafting legal documents and correspondence.



- Avoiding conflicts of interest and unauthorized practice of law.
- Maintaining confidentiality and attorney-client privilege.
- Upholding professional standards and avoiding misleading statements.
- Professional development strategies for continuous improvement in legal writing.