TIPS AND TRICKS FOR LEGAL AND TECHNICAL WRITING

Presented by:

Laura Fennell, PE & Anna Scardulla, Esq.

Presentation Overview

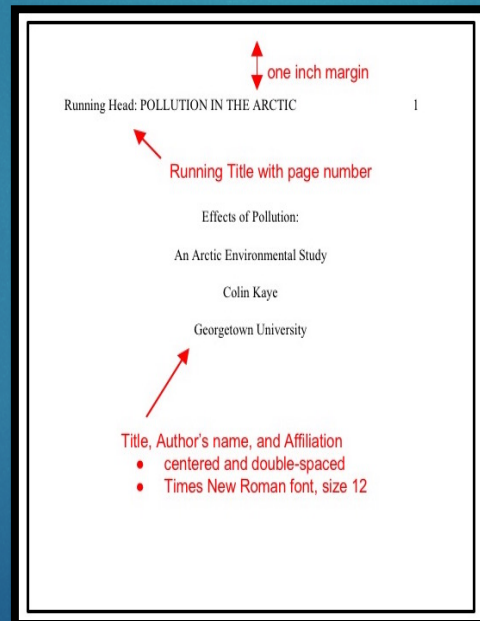| Writing Should be Consistent with Six Cs |
|:---:|
| **Compliant** |
| **Compelling** |
| **Clear** |
| **Credible** |
| **Consummate** |
| **Collaborative** |

Compliant

Ask Yourself: Have I included all required parts and met all formatting and submission rules?

Parts

Formatting

Submission

one inch margin

Running Head: POLLUTION IN THE ARCTIC   1

Running Title with page number

Effects of Pollution:

An Arctic Environmental Study

Colin Kaye

Georgetown University

Title, Author's name, and Affiliation
- centered and double-spaced
- Times New Roman font, size 12

DEADLINE AHEAD

Compliant

- Does it meet the expectations of your audience?
- Have you used the correct forms and formatting?
- Deadlines?

Compelling

Ask Yourself: Have I convincingly demonstrated a sound analysis?

- ▶ **Relevancy**
- ▶ **Logic**
- ▶ **Support**
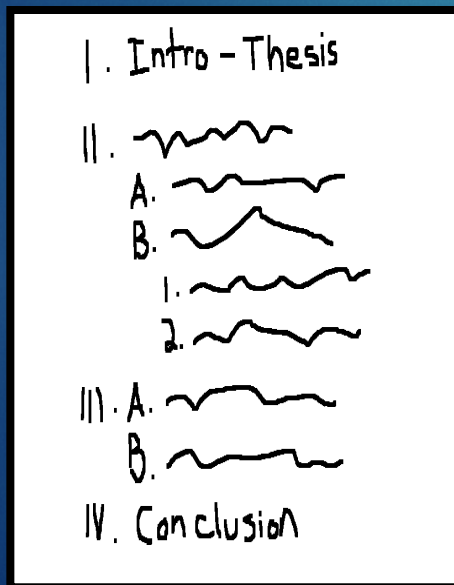- ▶ **Depth**
- ▶ **Breadth**

Compelling

- Have a premise
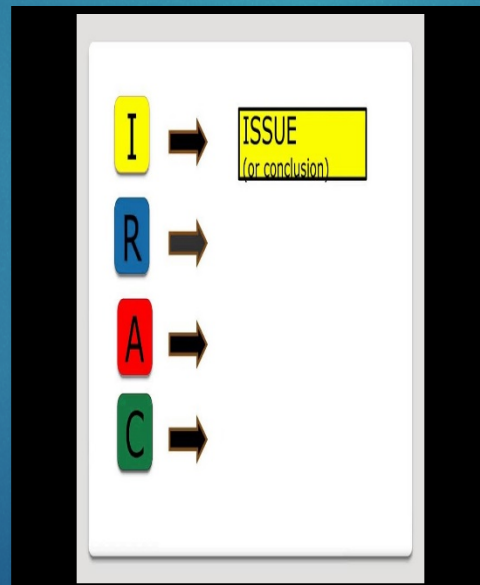- Support for this main idea
- Reasoning, the "why"

Clear

Ask Yourself: Is my analysis easy to follow and understand given the structural expectations of reader?
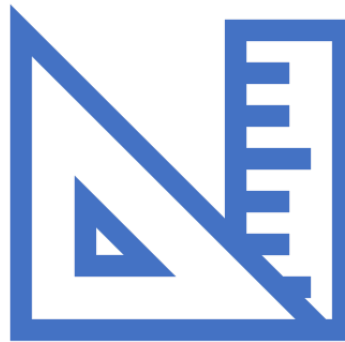
Large-Scale Organization	Small-Scale Organization	Summary Tools

Clear

- ▶ **Pursue an orderly presentation of a set of linked/associated elements in the text**
- ▶ **Inconsistent messages create ambiguity**
- ▶ **Keep a consistent design/order throughout your documents**

Credible

Ask Yourself: Is my analysis trustworthy?

- ▶ **Accuracy**
- ▶ **Professionalism**
- ▶ **Attribution**

Credible

- Provide evidence
- Show, don't tell
- Know the facts
- Be honest
- Respect their intelligence

Consummate

Ask Yourself: Can the reader finish my document without frustration or distraction?

Edit for Accuracy	Edit for Clarity	Edit for Conciseness	Edit for Consistency	Edit for Grammar & Style

Consummate

- Keep it simple, brief, and attractive
- Use appropriate descriptive words
- Avoid abbreviations and jargon
- Verify technical accuracy
- Review, edit, and revise

Consummate

- Incorporate peer review
- Request both positive and negative comments; ask why remarks were made
- Consider the comments
- Incorporate those that clarify and improve the message
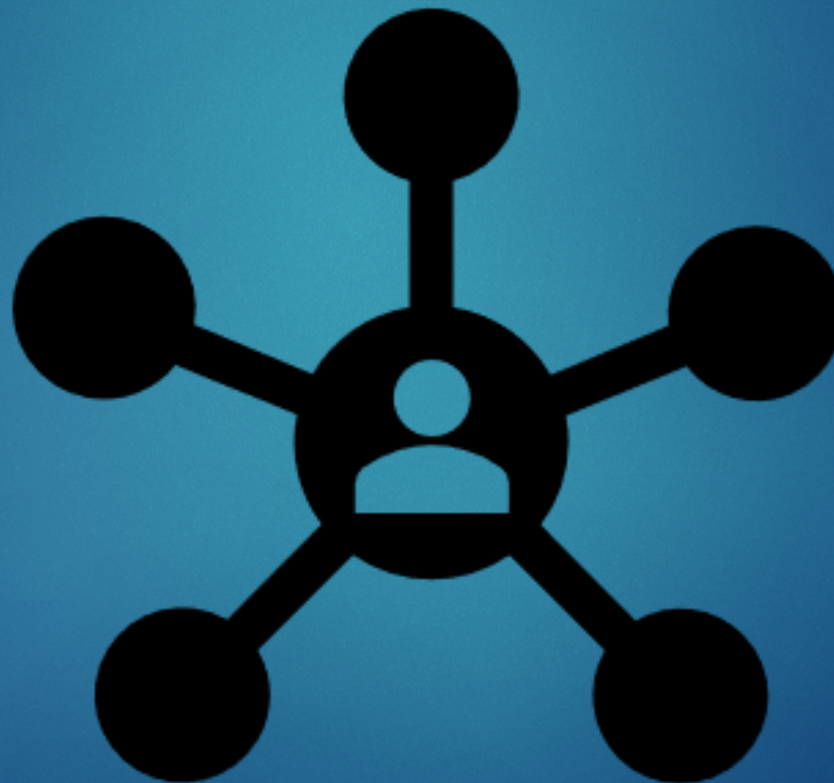- Thank the reviewer for their assistance

Collaborative

Ask Yourself: Have I considered the needs of all my potential audiences in creating my document?

Engineers

Community

Court

State/Federal Agencies

Collaborative

- ▶ **Develop a plan**
- ▶ **Communication**
- ▶ **Time, time, time**
- ▶ **Detail work**

Review

Writing Should be Consistent with Six Cs
Compliant
Compelling
Clear
Credible
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Questions?

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