TIPS AND TRICKS FOR LEGAL AND TECHNICAL WRITING

Presented by:
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## 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
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?
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?

<table>
<thead>
<tr>
<th>Edit for Accuracy</th>
<th>Edit for Clarity</th>
<th>Edit for Conciseness</th>
<th>Edit for Consistency</th>
<th>Edit for Grammar &amp; Style</th>
</tr>
</thead>
</table>

**TINA THE TECH WRITER**

AS YOU REQUESTED, I INCREASED THE SPEED OF MY WRITING.

MY BREAKTHROUGH WAS REALIZING THAT ACCURACY AND CLARITY ARE OPTIONAL!

WOULD YOU LIKE TO MICROMANAGE ME BY READING IT ALL AND POINTING OUT THE ERRORS?
- 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?
Collaborative

- Develop a plan
- Communication
- Time, time, time
- Detail work
Review

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Questions?

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