

Four Assumptions of Young Austrian Legal Writers

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SYNERGETICS
EDUCATION

Why flesh out Legal Writing assumptions?

- **Clients, the court, and colleagues (your readers) are busy and have other things to do**
- **The content, not the lawyer, makes the difference**
- **Legal content is difficult enough – don't make it worse**
- **Help the reader get the content quickly and easily**

Do not assume my (billable) time is less important than yours

Please call me until Thursday, 09.06.2014, at the latest.

...by Thursday, 9 June 2014, at 11 am your time.

...no later than Thursday...

...on or before Thursday...

...by Thursday (inclusive)...

...before Friday...

Do not assume I am a lawyer who wants to read complicated text

Dear Mr. Lange,

Reference is made to our telephone conversation of this morning. Please be advised that, with regard to the said contractual provisions (hereinafter “**Provisions**”), in light of the fact that the date for signing the contract shall be one week from today, it would be highly appreciated if you could kindly provide us with your comments to said Provisions no later than tomorrow COB.

Please do not hesitate to contact me should you have any further enquiries.

Kind regards,

Bob Roberts

- Tip: Have your cake and eat it too

Avoid unnatural phrases

Attached hereto please find...

I attach...

Pursuant to your instructions...

As instructed, ...

As discussed, ...

Reference is made...

I refer to...

As to...

It would be highly appreciated if...

Please...

Could you...

Please do not hesitate to contact me at any time should you have any further enquiries.

Please call if you have any questions.

I would be happy to answer any questions. [or cut]

Do not assume that you have correct English or that you can skip the editing process

The company adheres to national and international laws, including those aimed at combating corruption, fair competition, and the protection of human rights.

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Mr. Jones is an attorney with the firm already since 6 years.

Mr. Jones has been an attorney with the firm for six years.

Do not assume the template works everywhere

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Thank you
very much