

Drafting contract terms and better business writing

Wednesday 2 October 2019 | 1.30-5pm

Law Society House, Brisbane

Overview

If you are required to regularly draft and negotiate contracts, then join industry-leading expert Sue Tomat for this hands on workshop. Using a case study to work through the contract drafting process, from taking instructions, drafting clauses from scratch, negotiation to final review. Sue will also provide tips on better business writing techniques.

Designed for solicitors with up to five years' experience in the legal profession or those wishing to update their drafting and improve their business writing skills. This is a must attend workshop for all lawyers looking to hone their contract drafting skills and improve their business writing, whether you are an in-house lawyer, in private practice or a government body.

3 CPD Points



ESSENTIALS

1pm **Registration**

1.30pm **Welcome remarks**

Presenter: **Eleanor Sondergeld**, Junior Legal Professional Development Executive, Queensland Law Society

1.35pm **Drafting first rate contract clauses**



This workshop will provide hands on training to allow you to confidently and efficiently:

- draft effective and clear clauses in contracts from scratch
- take instructions about contract clauses in a way that creates more scope to see gaps in the instructions and ask questions to fill them
- avoid common drafting pitfalls.

Presenter: **Sue Tomat**, Director, GumLeafGreen

Chair: **Eleanor Sondergeld**, Junior Legal Professional Development Executive, Queensland Law Society

3.05pm **Afternoon tea**

3.30pm **Plain business language**



Learn the techniques to:

- make sentences, including clauses in contracts, measurably easier to read;
- efficiently edit sentences by using professional editing techniques.

Presenter: **Sue Tomat**, Director, GumLeafGreen

Chair: **Eleanor Sondergeld**, Junior Legal Professional Development Executive, Queensland Law Society

5pm **Close**