

A 10-Part Recipe for Appetizing Legal Writing

INGREDIENTS

1 chefs –	CAP
2 types –	Charts
3 cups –	Rough Drafts
4 tbsps –	Lists
5 layers –	Editing
6 tbsps –	Active Verbs
7 cups –	Short paragraphs
8 tps –	Descriptive headings
9 tbsps –	SVO
10 sprigs –	Fresh Proofreading



DIRECTIONS

- Put your chef's **CAP** on and decide what your client is craving.
To plan your time in the kitchen, ask:
 - “How much does my client want to pay for this piece of writing?”; and
 - “When does my client want to be served this piece of writing?”To determine tone and format, ask:
 - “How can I make this piece of writing most appetizing for this client?”; and
 - “How does my client want to be served this piece of writing?”
- Over a large desk, take your primary research and sift it into **case charts** and **factors charts**.
- Beat together your brain, your charts, and your secondary research to create an outline of your analysis.
- Your analysis might not be completely smooth. To get the kinks out, let your thoughts flow in a very rough first **draft**. Do not add proofreading or editing to this step.
- All clients are allergic to murky writing and dense formatting. Replace these ingredients with **lists, descriptive headings, short paragraphs, and active verbs**.
 - Chop your word count in half by removing bulky and empty phrases.
- On your writing sheet, place your **verbs, subjects, and objects** close together in each sentence.
 - For added flavour, add dashes of varied sentence structure and a pinch of passive voice. Only add the passive voice to reduce the taste of an action that hurts your purpose.
- Tier your **editing layers** in the following order: CAP, structure, continuity, and clarity. Finish with your decorative surface touches. Dust off typos, grammar mistakes, and punctuation problems.
- Once you have a final draft, allow time for your writing to cool before you **actively proofread** your work.

Serving directions:

-Serve your work in bite-sized sentences. The ratio of sentence to idea should be 1:1.

-If you have bad news for your client, make them a sandwich: put the bad news between two pieces of good news to reduce the bitter flavour of a setback!

-Do not serve your client writing that waffles; make a clear conclusion.



Menu

Choosing my 10 lessons

\$1 CAP

I chose CAP because it acts like a palate cleanser: when I need to make a writing choice, CAP reminds me of my overall goal.

\$2 Charts

Learning to organize my research into charts was a great start to the writing course. They are effective and I had never used them.

\$3 Drafts

I often get stuck on an idea late in the writing process because I slowly work through one first draft. Letting my thoughts flow in rough drafts is a lesson that will help me avoid last-minute stress.

\$4 Lists

I did not realize how often I could use lists in legal writing. Lists have made my writing more palatable.

\$5 Active Verbs

Using active verbs has made my writing much clearer.

\$6 Short Paragraphs

I had not thought about how much easier it is to read writing that has white-space; short paragraphs create white-space.

\$7 Descriptive Headings

Using headings has helped me organize my own thoughts and makes my writing more digestible for the reader.

\$8 SVO

Focusing on SVO has helped me write more clearly and concisely.

\$9 Layered Editing

I always freestyled my editing and often missed important steps. Layered editing will help me use my time strategically.

\$10 Fresh Proofreading

I often leave proofreading to the last minute. It was helpful to be reminded of how much time needs to be allotted for proofreading.