

Effective Communication in Correspondence

Letter Writing Tips

Friday, May 18, 2018 • 9:00 am - 10:30 am



Elena Dempsey

Staff Lawyer, Elgin-Oxford Legal
Clinic

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Small Claims Deputy Judge

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Group

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LSUC Past Professor at

Western Law School:

Employment Law;

Women and The Law;

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This program contains 1 hour and 30 minutes of Professionalism content.

Presenter:

Elena Dempsey, Staff Lawyer, EOLC

Workshop Summary:

Whatever type of letter you are writing and whatever the purpose of the letter, your goal in every letter is to convey a professional, intelligent and informed image to whomever is reading it. You may never meet the person receiving your letter, so it is your way of introducing yourself and creating an impression. A “well-dressed” and confident letter will project that image to the recipient.

WHAT IS COVERED

- MUST HAVES
- BEFORE YOU WRITE
- THE LETTER
- TYPES OF LETTERS
- STYLE
- BEFORE THE LETTER GOES OUT
- DO NOTS AND DO'S
- WHY LETTERS ARE IMPORTANT

Format:

Lecture with Power Point and sample materials.

Learning Outcomes:

After participating in this session, learners will have knowledge of:

- (i) Understanding the different purposes of letters and how to get your message across;
- (ii) how letters are affected by the Law Society Ethics rules;
- (iii) how to edit and its importance.

Rules of Professional Conduct:

- Section 5.1 (The Lawyer as Advocate)
- Section 3 (The Lawyer's Relationship to Clients)
- Section 2.1 (Integrity)
- Section 7.2 (Responsibility to Lawyers and Others)

