



April 28, 2022

General Instructions

1. Get yourself ready for a fast-paced seminar in front of your computer. Make sure that you're comfortable and have a writing surface available.
2. Have your coursebook at the ready.
3. Join the WebEx Training Center classroom at least **15 minutes before** the seminar starts.
4. Like all good seminars, this one will require attention and effort. Put your handheld devices away and focus on the training. If you'll do that, we can make a real difference for you.

WebEx Training Center Basics

1. You may want to exit any VPN with an institutional firewall that might prevent you from accessing the external collaborative websites. This is mainly a concern for government VPNs.
2. To join, click on the link in your email invitation. You'll receive this email an hour or so before the seminar's start time to allow for ample time to install the WebEx desktop software or use your browser to log in.
3. To log in, please type in your first and last name where requested. This enables us to track your attendance for CLE purposes.
4. Use the chat function to privately message any questions to Professor Garner rather than to the entire group.

Schedule (Central Time)

8:00–9:00 a.m.	Cisco WebEx Training Center Classroom opens. Join via link in invitation
9:00 a.m.	Class begins
10:00–10:15 p.m.	Break
12:00–12:30 p.m.	Lunch
1:30–1:45 p.m.	Break
3:00 p.m.	You're finished!



Questions about setup or accessing WebEx:
Karolyne Cheng
(kcheng@lawprose.org)

www.lawprose.org info@lawprose.org 214-691-8588

Advanced Legal Writing & Editing

We're looking forward to seeing you for Professor Bryan A. Garner's seminar.

The seminar begins promptly at **9:00 a.m. Central Time**.

Sign-on Information

Please try to join the classroom by 8:30 a.m. to allow for testing your speakers or using your phone for audio.

Instructor: Professor Bryan A. Garner

Session password: [grape04282022](#)

*The WebEx system *may* autopopulate the password field. That's okay. Give it a try. Some computer systems work with the autopopulated info and some require you to copy and paste in the password.

1. Follow the link provided in the reminder/calendar invite.
2. Enter your **name** and **email address**.
3. Enter the session password: [grape04282022](#)
4. Click "Join Now."
5. Follow the instructions that appear on your screen.



If your computer prevents you from downloading the WebEx browser app, please see page 5 for **Getting into your classroom** (packet in Outlook Calendar Invitation).

You'll join by browser (Chrome/Firefox) instead of using the app.

Be sure to click the **RED** Join by Browser NEW link **underneath** the Join Now (blue button).

Chat-box function

You can talk privately with Professor Garner in the chat box. It's set up for your messages to go only to Professor Garner and to prevent the common inadvertencies of "share all." This means you won't see what other people are saying—nor will they see what you're saying.

It's an extraordinary feature of online instruction. As several of our attendees have commented, it allows you to have more of Professor Garner's individual attention than you would ever receive in an in-person seminar attended by dozens of others. So take advantage of it!

Microphone and Camera Setup

Microphones will be muted from out end. And no need to set up your camera: only Professor Garner will be on camera during this seminar.

Attendance-verification form and seminar-evaluation packet.

Professor Garner will present [six code words](#) during the seminar.

Please take these words down on your attendance-verification form and return it to kcheng@lawprose.org by **May 19, 2022**.

Day's Schedule (Central Time)

8:00 a.m. Online seminar classroom opens.

9:00 a.m. Seminar begins.

10:00 a.m. 15-minute morning break.

12:00–12:30 p.m. Lunch break.

1:30 p.m. 15-minute afternoon break.

3:00 p.m. You're finished!

CLE Information

April 28, 2022

Professor Garner will present [six code words](#) during the seminar.

Please note these words on your attendance-verification form and return it to kcheng@lawprose.org by **May 19, 2022** if you're seeking CLE credit.

You'll receive a CLE-Reporting Chart *after* the seminar for reporting guidance.

State CLE	Which form should you send to LawProse?
New York	NY CLE Attorney-Affirmation Form
Arizona California Florida Georgia Illinois Indiana Kansas Louisiana Minnesota New Jersey Ohio Oklahoma Pennsylvania Tennessee Texas Virginia Washington	Attendance-Verification Form

Advanced Legal Writing & Editing

Attendance-Verification Form

Seminar Date: April 28, 2022

Code Word 1:

Code Word 2:

Code Word 3:

Code Word 4:

Code Word 5:

Code Word 6:

State Bar

State-Bar Number

Please return to kcheng@lawprose.org
by May 19, 2022.

Evaluation

Advanced Legal Writing & Editing

April 28, 2022

Let us know what you think. Please mark the appropriate number. Thank you.

5 – Excellent 4 – Good 3 – Adequate 2 – Mediocre 1 – Poor

Overall Course	5	<input type="radio"/>	4	<input type="radio"/>	3	<input type="radio"/>	2	<input type="radio"/>	1	<input type="radio"/>
Coursebook	5	<input type="radio"/>	4	<input type="radio"/>	3	<input type="radio"/>	2	<input type="radio"/>	1	<input type="radio"/>
Professor Bryan A. Garner	5	<input type="radio"/>	4	<input type="radio"/>	3	<input type="radio"/>	2	<input type="radio"/>	1	<input type="radio"/>

What was really helpful? Why?

What could you have done without? Why?

What seminar-setup suggestions do you have for our team to help us serve you better (examples, timing and coursebook-shipping notifications; Cisco WebEx instructions; confirmation e-mails, information packets, etc.)?

What would you tell your colleagues about this course?

Name (optional):

Thank you for helping us improve your seminar experience. We value your input.

Sincerely,
The LawProse Team

[Return to kcheng@lawprose.org](mailto:kcheng@lawprose.org)

Attorney Affirmation

New York CLE Credit for Nontraditional Format Course

To obtain New York CLE credit, please complete and sign this form and then submit it to the CLE provider. Your participation must be verified by the provider.

Experienced New York attorneys (attorneys who have been admitted to the New York Bar for more than two years) may earn CLE credit through nontraditional formats. Newly admitted attorneys (attorneys who have been admitted to the New York Bar for two years or less) should confirm that the format is permissible for the category of credit.

New York attorneys should retain a copy of this affirmation.

I, (attorney name) _____, acknowledge receipt of the course materials for:
(course title) **Advanced Legal Writing & Editing**

I certify that I have listened to and/or viewed the above course in its entirety. Therefore, I request that I be awarded the applicable number of New York CLE credits for this course.

Format (check one)

- | | | | |
|---|-------------------------------------|---------------------------------------|--|
| <input type="checkbox"/> Webconference | <input type="checkbox"/> CD | <input type="checkbox"/> Video File | <input type="checkbox"/> Live Broadcast |
| <input type="checkbox"/> Teleconference | <input type="checkbox"/> DVD | <input type="checkbox"/> Online Audio | <input type="checkbox"/> Other (please describe) |
| <input checked="" type="checkbox"/> Videoconference | <input type="checkbox"/> Audio File | <input type="checkbox"/> Online Video | _____ |

Course Code

During the course or program you will see and/or hear a CLE code. Please enter the code in the below field. If you do not include the code, you will not be awarded New York CLE credit.

Course Code: _____ [Code word 1]

If there are multiple codes (for example, a separate code for each segment of a program) please enter here:

Code 2: _____ Code 3: _____ Code 4: _____ Code 5: _____
Code 6: _____ Code 7: _____ Code 8: _____ Code 9: _____

Name of CLE Provider:

LawProse, Inc.

Attorney Signature:

Date of completion of CLE course (New York attorneys earn CLE credit as of the date they complete a CLE course)

April 28, 2022

Please return to LawProse (kcheng@lawprose.org) to receive the NY CLE Approved Jurisdiction packet for your self-reporting files.

Deadline: May 19, 2022

Certificate of Attendance

***Advanced Legal
Writing & Editing***

Name of Attendee:

_____ (fill in your own name)

Provider: LawProse, Inc.

Date & Time: April 28, 2022

(2 15-minute breaks;
1 30-minute lunch break)

Location: Live webcast delivery via
Cisco WebEx Training Center

CLE Hours: 5.0–6.5 hours (depending on
CLE jurisdiction)

Please see CLE chart for
state-bar information.

***Reminder: Keep this record of attendance for 4 years.
If you are audited by your state's bar, you may be asked
to submit this record of attendance.***



Advanced Legal Writing & Editing

Professor Bryan A. Garner provides the keys for making the most of your writing aptitude—in letters, memos, briefs, and more. The seminar covers five essential skills for persuasive writing:

- framing issues that arrest the reader’s attention;
- cutting wordiness that wastes the reader’s time;
- using transitions deftly to make your argument flow;
- quoting authority more effectively; and
- tackling your writing projects more efficiently.

Garner teaches dozens of techniques that make a big difference. Most important, he shows what *doesn’t* work—and why—and how to cultivate skill.

Timed Agenda

8:00–9:00	Classroom opens
9:00–9:20	The difference between writing and good writing (with exercise)
9:20–10:00	3 prerequisites to becoming a good writer (with exercises)
10:00–10:15	Break
10:15–10:30	4 fundamental tenets of good writing (with exercises)
10:30–Noon	The key to opening memos, reports, motions, and briefs (with exercise)
Noon–12:30	Lunch
12:30–1:30	8 principles for maintaining a lucid train of thought (with exercises)
1:30–1:45	Break
1:45–2:15	Potent conclusions
2:15–2:30	Tone and document design
2:30–3:00	Managing your writing process (with exercise)

Introduction for Professor Bryan A. Garner

Bryan A. Garner is the award-winning author of more than 25 books. He writes on jurisprudence, lexicography, grammar, advocacy, and legal drafting. His magnum opus is the fourth edition of *Garner's Modern English Usage*, published by Oxford University Press—a thousand-page book that uses big data in the assessment of English words and phrases. In the legal world, he is best known as the editor in chief of the past five editions of *Black's Law Dictionary*, the most widely cited lawbook in the world.

He is the most frequently cited scholar in U.S. Supreme Court opinions. Over the past several terms, the Supreme Court cited his work in about 20% of its decisions.

At SMU Dedman School of Law, where he has taught since 1990, he holds the title Distinguished Research Professor of Law. He also teaches at the University of Texas School of Law.



In *D Magazine*, the noted writer Paul Kix called Garner the “foremost lexicographer of our time.” Writing in *Harper's* magazine, the late novelist and essayist David Foster Wallace called Garner “a genius, though of a rather particular kind. He’s both a lawyer and a lexicographer, which seems a bit like being both a narcotics dealer and a DEA agent.”

A few of Professor Garner's books:

HBR Guide to Better Business Writing

Garner's Modern English Usage

Making Your Case: The Art of Persuading Judges
(coauthored with Justice Antonin Scalia)

The Winning Brief

Reading Law: The Interpretation of Legal Texts
(coauthored with Justice Antonin Scalia)

The Chicago Guide to Grammar, Usage, and Punctuation

Legal Writing in Plain English

The Law of Judicial Precedent (coauthored with 12 appellate judges) (foreword by Justice Stephen Breyer)

Quack This Way: David Foster Wallace and Bryan A. Garner Talk Language and Writing

Garner on Language and Writing
(foreword by Justice Ruth Bader Ginsburg)

Garner's Guidelines for Drafting and Editing Contracts

The Rules of Golf in Plain English
(coauthored with Jeffrey Kuhn)