

WRITING WITH ROSKY GUIDELINES FOR DRAFTING POLISHED LEGAL PROSE

Thursday, December 7, 2006 / 6:00 p.m. to 8:00 p.m.

This two-hour workshop moves beyond the fundamentals and teaches lawyers to produce effective, polished legal writing. Through examples and exercises, participants learn to draft effective introductions, create emphasis and balance within sentences, and edit efficiently. The workshop emphasizes general writing skills that apply to lawyers in all practice areas.

Program Instructor

Dianne Rosky is currently a legal writing consultant to major law firms, government agencies, and public interest organizations. Until 2003, Ms. Rosky was a full-time faculty member in the Lawyering Program at New York University School of Law. During her three years at NYU, she taught legal writing as well as negotiation, mediation, and other lawyering skills.

Before joining the NYU faculty, Ms. Rosky practiced commercial litigation for several years at Sullivan & Cromwell and Paul, Weiss, Rifkind, Wharton & Garrison. She was selected by Sullivan & Cromwell as the firm's Pro Bono Fellow to litigate prisoners' federal civil rights claims. Ms. Rosky was a law clerk to the Honorable Robert W. Sweet of the Southern District of New York. She is a 1994 graduate of Harvard Law School, where she was an Editor of the Harvard Law Review.

CLE Credit:

2 Credits in Skills

This program provides transitional credit for newly admitted attorneys.

Agenda

6:00 - 6:20

Document Organization

- Write effective introductions
 - Link to the reader
 - Start with your main point
 - Provide a roadmap
- Follow through with headings
- Move beyond default organization

6:20 - 6:40

Paragraph Cohesion

- Assert your main point in the topic sentence
- Transition between paragraphs
- Transition within paragraphs
- Provide internal roadmaps
- Use quotations effectively

6:40 - 6:50

Break

6:50 - 7:40

Sentence Structure

- Write clearly and concisely
 - Highlight actors and actions
 - Use modifiers carefully
- Control emphasis
- Create balance
- Punctuate lists correctly

7:40 - 7:50

Word Choice

- Make referents clear
- Avoid compound constructions
- Avoid redundancies
- Avoid lazy adverbs

7:50 - 8:00

Effective Editing

- Build in time to edit your own work
- Edit others' work efficiently
- Be methodical: use a checklist

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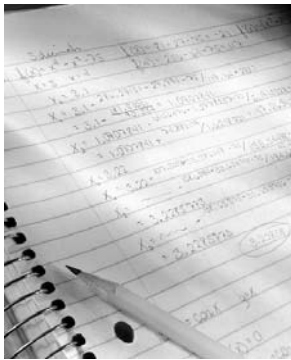
Live Program (includes materials):

\$195 Member \$305 Non-member

Walk in Registration (includes materials):

\$220 Member \$330 Non-member

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Please specify your area of practice _____

Enclosed is my check for _____, payable to the New York City Bar or City Bar Center for CLE.

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Amount to charge _____ Signature _____

Registration Information

Program Location:

All programs will be held at

New York City Bar

42 West 44th Street, New York, NY 10036

To Register: Call (212) 382-6663 or (212) 382-6662; fax (212) 869-4451; mail registration form to the City Bar Center for CLE, 42 West 44th Street, New York, NY 10036 or register online at www.nycbar.org.

Scholarships & Discounts: Financial scholarships are available; please call (212) 382-6663 for an application. All applications must be submitted 3 weeks prior to the program. 50% discounts off of member and non-member prices are available for government and public interest attorneys, students and academics. A 20% discount off of member and non-member prices are available for firms and corporations that register 4 or more people for a combination of programs or video replays.

Cancellations & Refunds: For live programs and video replays, refunds and program credits are available provided cancellation is made in writing and received by the City Bar Center prior to the program. A \$35 administrative fee will be charged for all refunds. The cancellation fee will be deducted directly from the refund. For program credits no administrative fee will be charged. Program credits must be used within one year of the original program date. Cancellations must be in writing and faxed to the City Bar Center at (212) 869-4451. Refunds and program credits are not available for the purchase of tapes, CDs, DVDs, course materials or online programs.

CLE certificates: Certificates for attending a program are given out and signed by a CLE staff member at the end of the program. You are responsible for keeping a copy of the CLE certificate for your own records. An administrative fee of \$10 will be charged for replacement CLE certificates.

Advance registration is advised. An additional fee of \$25 will be charged for "walk-in" registrations--those received later than 3:00 p.m. one business day prior to the program.

Please allow 3-5 weeks for delivery of audiotapes, CDs, DVDs and course materials.

All information is subject to change. All programs and products are sponsored by the CLE Committee, Valerie L. Fitch, Chair.

