

CITY BAR CENTER FOR CLE

WRITING WITH ROSKY THE ESSENTIALS OF EFFECTIVE LEGAL WRITING

Tuesday, November 6, 2007 / 6:00 p.m. to 8:00 p.m.

Participants in this two-hour, hands-on workshop learn practical strategies for eliminating common writing weaknesses on four levels: document organization, paragraph construction, sentence structure and word choice. This workshop emphasizes general writing skills applicable across all practice areas. It is geared toward junior attorneys but provides a useful review for attorneys at all levels.

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.

**New York & California CLE Credit for Live Program:
2 credits in skills**

This program provides transitional credit for newly admitted attorneys.

Illinois credit differs as it is based on a 60 minute credit hour.

Agenda

6:00 - 6:25

Document Organization

- Organize your thoughts
- Put it in writing
 - Link to the reader
 - Start with your main point
 - Provide a roadmap
 - Use headings to organize information
- Edit for organization

6:25-6:55

Paragraph Construction

- Limit each paragraph to one point
- State the point in a topic sentence
- Use transitions to link paragraphs
- Provide mini-roadmaps
- When quoting, lead in with a preview

6:55-7:05

Break

7:05-7:50

Sentence Structure

- Be concise and concrete
 - Avoid "throat clearers"
 - Use specific subjects
 - Use strong verbs
- Be clear
 - Place modifiers carefully
- Be polished
 - Use parallel form

7:50-8:00

Word Choice

- Avoid compound constructions
- Avoid lazy adverbs & adjectives
- Avoid elegant variation
- Make referents clear

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Live Program (includes materials):

\$195 Member \$305 Nonmember

Walk in Registration (includes materials):

\$220 Member \$330 Nonmember

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Please check if you are interested in receiving California and/or Illinois CLE credit.

Please note the credits for Illinois differ from New York & California

California Illinois

Name _____

Firm _____

Address _____ Floor/Suite _____

City _____ State _____ Zip _____ E-mail _____

Phone _____ Fax _____

Please specify your area of practice _____

Enclosed is my check for _____, payable to the Association of the Bar.

AMEX Card Number _____ - _____ - _____ Exp. Date _____

Visa MC Card Number _____ - _____ - _____ Exp. Date _____

Amount to charge _____ Signature _____

Registration Information

Program Location:

All programs are held at

New York City Bar

42 West 44th Street, New York, NY 10036

To Register: Call (212) 382-6663 or 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.

***Non-legal Professionals Receive the Member Rate.**

For Illinois credit, ethics credits cannot be awarded until the MCLE Board of Illinois approves an ethics component per individual program.

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 Tapes, CDs, DVDs and course materials. International orders will be sent by traceable means, and an additional charge for shipping will be named by the recipient.

All information is subject to change.

All programs and products are sponsored by the CLE Committee, Valerie L. Fitch, Chair.

**NEW YORK
CITY BAR**