

CogniLingua Institute of Linguistics, Rhetorical Studies and Research

PP Paradise, B-wing, 2nd Floor, Near Gurudwara, Ambadi Road, Vasai Station(W), Dist. Palghar, Pin. 401202
(M) 8600178825 email: cognilingua@gmail.com Visit: www.knowledgefountain.org

Admission Notice

Certificate Program in Legal Writing in Plain English (CPLWPE)

Every law firm certainly prizes effective legal writing ability. Many lawyers' career mobility is obstructed by lack of the cognitive ability of writing. Success of lawyers largely depends upon their ability to use words effectively.

Do you want your young lawyers to write plain and simple English for effortless understanding? Are you troubled by the wordy, stuffy, artificial, pompous, ineffective, dull, and often ungrammatical writing of your new recruits? Do they use eight words to say what could be said in two? Do they use arcane phrases? Do they beat about the bush without telling straight what they need to? Do they write tediously long sentences with phrase within phrase within clause? Do their readers have to struggle to understand what they write?

Are you looking for a right training program to make your lawyers skilful writers? Do you want them to write in a bold, clear and powerful way?

Law as a profession is intensely cognitive. Legal writing style long remained a subject of jokes and ridicule. The communication your firm creates reflects the cognitive abilities and core values of your firm. Skillful legal writers is a vital cognitive infrastructure. Effective writing avoids system loss, cuts costs and adds to profits.

It makes eminent sense to help your lawyers learn how to write clearly and easily. You will agree that good legal writing need not differ, without good reason, from good ordinary writing. It is rightly said, *"Good legal writing does not sound as though it had been written by a lawyer."*

You know from experience that it is difficult to train lawyers in the art and craft of plain legal writing with a short duration intensive crash course. It takes meticulous study and persistent, rigorous practice.

Certificate Program in Legal Writing in Plain English (CPLWPE)

Hence we offer CPLWPE as a unique distance education program dedicated to train motivated lawyers in the art and craft of effective legal writing in plain English.

This is for motivated advanced self learners. Anyway, all learning is ultimately self learning. They can conveniently study at their own pace. This course takes a practical approach to legal writing. Your lawyers will learn to think their thoughts clearly, phrase their sentences precisely, choose and use the right word to write better legal documents. They will learn to cut verbosity without losing preciseness.

This program will be a breakthrough for your lawyers, a lifting of a burden. Even experienced lawyers too will find this program refreshingly enriching.

The rewards of this training are many. They will become more effective in every work in every walk of life. As confident communicators they will become more productive and efficient. This program genuinely helps lawyers striving to learn the art and craft of plain legal writing. This is an acquirement of enduring value giving your firm a competitive cognitive edge.

[Click here to download the program brochure](#)

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Introduction

When it comes to law and lawyers, it's only words... and words are all they have to do all that they could ever do.

Needless to say, the ability to write in plain English for effortless understanding is a vital competitive cognitive ability to succeed in the legal profession. Language is the life blood of every lawyer. Good communication skill in English seats on the shoulders on the sound knowledge of the English language. Legal writing style long remained a subject of jokes and ridicule for lack of plain English. Readers have to struggle to make sense of most of the legal documents. It pays to write in plain English for effortless understanding. Plain English is robust and direct. It is not gaudy or pretentious language using fancy words that have everyday replacements meaning precisely the same thing.

Writing in plain English requires training. Lawyers need not be accomplished writers to write plain English. Yet, very few lawyers can actually write skillfully in plain English. CLIRSR offers a unique distance education program dedicated to training lawyers to acquire this vital writing skill. This program affords them the opportunity to study conveniently at their own pace.

Who should enrol for this program?

CPLWPE is an autonomous distance education program designed and delivered by CLIRSR for both junior and senior lawyers who aspire to become skillful legal writers. This program is ideally suited to busy lawyer.

Program contents:

Part – I Towards Plain English

Part II – English Language Study

- Accurate English Usage
- Choosing and Using the Right Word

Part – III The Cognitive Process of Writing

- Framing your thoughts in plain English
- Phrasing your sentences in plain English
- Perfecting your own style of writing in plain English
- Designing your documents (layout, etc)
- Continual improvement of writing skills

Part – III - Exam and certification (Proctored exam conducted in Mumbai)

Duration: 6 months

Program fee: Rs. 9500 plus 18% GST. The program fee is inclusive of printed and digital study material.

Avail 10% discount in fees if five or more participants enroll for this program. The fee is to be remitted through a DD/Crossed cheque drawn in favour of 'Knowledge Fountain LLP' made payable in Mumbai.

How the program is delivered?

Lucidly written self instructional material is sent to the learners. Intensive practice exercises are embedded in every section. There will be five intensive contact sessions in Mumbai. Online support is provided through Google class and webinars.

How the learners benefit?

The rewards of CPLWPE are many. The learners will learn to think their thoughts clearly, phrase their sentences precisely, choose and use just the right word to write better legal documents. They will master the accurate English usage to communicate clearly and easily; not to influence but to be understood. They will learn to cut verbosity without losing preciseness. With enhanced English language skills they will become confident communicators.

How to enroll?

Please fill the application form and send it to the Program Director. The program fee is to be remitted through a crossed cheque / demand draft for Rs. 9500 plus 18% GST drawn in favor of **'Knowledge Fountain LLP'** made payable in Mumbai. Avail 10% discount on program fee if five or more enrolle. Allow four weeks for the dispatch of the study material.

Ponder over these words...

"A man's character appears more by his words than, as some might think it does, by his looks"
- **Plutarch** (Greek historian).

"Naturally I am biased in favour of boys learning English; and then I would let the clever learn Latin as an honour and Greek as a treat. But the only thing I would whip them for is not knowing English. I would whip them hard for that."
- **Winston Churchill**

Most of us pedal through life on our small vocabulary, detouring thought in roundabout words," Increase your word power to solve the traffic problem for your thoughts. - **Marlene Dietrich**

One picture is worth a thousand words", goes the timeworn maxim. "But," one writer tartly said, "it takes words to say that." - **Chambers**.

We live by words: *love, truth, God*. We die for words: *liberty, glory, honour*. They bestow the priceless gift of articulacy on our minds and hearts from "mama" to "infinity". And the men who truly shape our destiny, the giants who teach us, inspire us- leads us to deeds of immorality are those who use words with clarity, grandeur and passion: *Socrates, Jesus, Luther, Churchill*.

- **Leo Rosten**.

Words are the voice of our heart. - **Confusions**

Words are the most powerful drug used by mankind. - **Kipling**.

The use of the right word is more important than the right argument.
- **Joseph Conrad**.

Language is the armoury of the human mind.
- **Coolidge**

"I am only half myself. The other half is my speech".
- **Emerson**

"The development of the personality is inexplicably bound up with the development of language. Language is the basic and essential instrument in the humanizing of the species; without it thought above very primitive levels is impossible. Language and man are in continual interaction; change the man and in some way and you change the language he uses; change the language he uses and you change the man. On the one hand the process of growth through education and experience causes him to reach out for new language in which to understand and communicate. On the other hand this language contains new thoughts and shades of thoughts, new feeling and shades of feeling, which help to determine such growth. His ability to direct rather than to be directed by experience, his ability to establish human relationships, is intimately related to his capacity for language; the frustration of the inarticulate goes deep. And it must be borne in mind that 'language' in this context is overwhelmingly the spoken language; even in the (historically) rare literate societies such as our own this remains true. Without oracy human fulfillment is impossible; speech and personality are one."

-**Wilkinson**

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Certificate Program in Legal Writing in Plain English (CPLWPE)

Admission Form

<p>To, The co-ordinator (CPLWPE), CogniLingua Institute of Linguistics, Rhetorical Studies and Research, PP Paradise, B-wing, 2nd Floor, Near Gurudwara, Ambadi Road, Vasai Station (W), Thane – 401202, MS.</p>		
<p>Dear Sir, We are pleased to know about your autonomous distance education Certificate Program in Legal Writing in Plain English (CPLWPE). We are interested in enrolling joining following learners from our law firm. Please find enclosed with this a crossed Cheque / DD* for Rs. (inclusive of requisite program fee plus 18% GST) drawn in favour of 'Knowledge Fountain LLP' made payable in Mumbai. We understand that the study material packages will be couriered to us within four weeks of the receipt of this admission form at the following address.</p>		
Names of the learners	<p>1. Mr./Ms. 2. Mr./Ms. 3. Mr./Ms. 4. Mr./Ms. 5. Mr./Ms. 6. Mr./Ms.</p>	
Company Name		
Address for receiving the study material		
	Pin Code	State
Tel.		
e-mail		
Cheque / DD No.	Drawn on:	Dated:
Date	Signature	

*Cheque and DD subject to realisation.