



Quick Tips for Concise & Effective Legal Writing:

- **Eliminate meaningless introductions.** Get to your point quickly.
- **Avoid redundant language.** Breaching "a contract's provisions" is the same as breaching a "contract."
- **Don't repeat yourself.** If you make an argument powerfully, you don't need to reiterate it.
- **Avoid legalese.** Eliminate heretofores, hereafters, and any other vestiges of Old English.
- **Use more concise language.** Substitute verbose phrasing for more direct statements.
- **Avoid passive voice.** Sentences written in passive voice avoid identifying a clear subject, making them lengthy and confusing.
- **Stick to CRAC.** If the sentence does not fit within the CRAC structure, it probably is not necessary.
- **Ditch the adverbs and adjectives.** Although sometimes necessary, adjective and adverbs are often just fluff.

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