

Foreword by	Professor J.E. Adams	vii
Chapter 1:	What is wrong with legal writing?	
	Introduction	1
	Wasting time	4
	Eupheism	6
	Making mistakes	8
	Wasting money	11
	When not to write at all	11
Chapter 2:	How not to write	
	Introduction	15
	Letters	15
	Formal documents	19
Chapter 3:	Better writing: outline	
	Introduction	23
	Deciding what to say	24
	Considering your reader	24
	Writing in manageable blocks	28
	Consistency	36
	Checking	37
Chapter 4:	Better writing: details	
	Keeping ideas in order	39
	Using active verbs	40
	Writing positively	41
	Positioning the subject and verb	42
	Using the present tense and "shall"	43
	Avoiding repetition	44
	Definitions	47
	Omitting unnecessary details	49
	Removing words which add nothing	51
	Muddled sentences	57
	Over-emphasis	59
	"The"	59
	The phoney plural	60
	Pronouns	61
	Using shorter words	63
	"Attached to or endorsed on"	64
Chapter 5:	Punctuation	
	Whether to use it	67
	Capital letters	70
	Commas	71
	Apostrophes	72
Chapter 6:	Discriminating against women	73
Chapter 7:	Legalese v. Plain English	77
Chapter 8:	Analysis of examples	85
Chapter 9:	Exercises and solutions	103
Chapter 10:	Precedents	
	Lease	111
	Transfer	121
	Divorce petition	122
Further reading		125
Table of examples		129