

The purpose of this book

This book is intended to give lawyers a better life. It offers a way to reduce their tedious workload, to make what is left more profitable, and to improve the service they give their clients.

Good writing is difficult, and some of the detail fills the book. But the means of avoiding bad writing can be expressed in one line: don't try to write like a lawyer. That part is easy once you put your mind to it: none of you leaves a note for the milkman like the one in John Walton's cartoon below, taken from the March 1985 *Clarity Newsletter*.

Although British lawyers are my main audience, I have tried to write so that non-lawyers and overseas readers can enjoy the book too.

