



THE FLORIDA BAR



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## January Free CE

**How to Become a Power Writer**

***Friday January 27, 2023***

***12:00 p.m. to 1:00 p.m. EST***



## **Jackie Van Dyke, MPS, CP®**

### **Certified Paralegal**

Jackie Van Dyke CP® is a virtual-freelance paralegal, writing coach, and the solopreneur of The Paralegal Writer™, an online platform offering writing and research courses for paralegals. Her signature course, Pen A Memo™, has been greatly received over the past three years as a resource for paralegals seeking their national certification. Jackie also teaches Legal Research and Writing at The University of San Diego School of Law and various paralegal courses at The George Washington University. She is the editor of OnPoint, NCAPA's Quarterly Magazine, and is a member of multiple statewide paralegal associations. Jackie can be reached at [jackie@theparalegalwriter.com](mailto:jackie@theparalegalwriter.com). Her courses can be viewed at [www.theparalegalwriter.com](http://www.theparalegalwriter.com).

### Course Information:

This short course introduces the basic elements to establish credible and powerful legal correspondence, whether writing an email or a memorandum. We will discuss "The 3 C's" and "The 3 P's" important to good legal writing.

#### Brief Outline of Topics:

##### Clarity

- Using active voice

##### Conciseness

- Avoiding Legalese

##### Credibility

- Grammar, Punctuation, and Spelling

##### Persuasive format

- Present the strongest argument first

##### Preeminent Design

- Incorporating white space

##### Proper Tone

- Coordinate word choice with the audience

**CE Details:** 1 General Credit Hour

*Attorneys also eligible to receive CLE credit.*

**REGISTER**

**MESSAGE SENT BY:**



**The Florida Registered Paralegal Program Enrichment Committee**

of The Florida Bar

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