

Track	Advisory and Advocacy	
Sub-track	Law Firm Practice	
TSC	Legal Writing	
TSC Description	Present and convey legal advice or opinion in writing to express a legal position	
TSC Proficiency Level	Intermediate	Advanced
TSC Proficiency Level Description	Produce a communication or document that is clear, concise and accurate	Guide a team's communication or document to ensure they are clear, concise and accurate
Knowledge	<ul style="list-style-type: none"> Strategies and techniques for clear and concise writing Relevant laws, regulations and practice directions (e.g., Rules of Court 2021, Court Practice Directions, and Law Society Practice Directions) Forms of legal documents and instruments (e.g., court documents, client letters, wills, and board resolutions) Advanced rules of grammar 	<ul style="list-style-type: none"> Strategies and techniques for clear and concise writing Relevant laws, regulations and practice directions (e.g., Rules of Court 2021, Court Practice Directions, and Law Society Practice Directions) Forms of legal documents and instruments (e.g., court documents, client letters, wills, and board resolutions) Advanced rules of grammar
Abilities	<ul style="list-style-type: none"> Identify the needs, interests and background of a target audience Identify the objectives of a written communication Draft a written communication or document in accordance with their forms, where prescribed in relevant laws, regulations and practice directions Draft a clear, concise and accurate written communication Draft a written communication in a logical and structured manner 	<ul style="list-style-type: none"> Assess and determine the needs, interests and background of target audience Assess and determine the objectives of a written communication Strategise and organise a written communication to achieve objectives Review a written communication to ensure they are clear, concise and accurate Review a written communication or document for compliance with their forms, where prescribed in relevant laws, regulations and practice directions
Job Roles	<ul style="list-style-type: none"> Associate (Corporate) Associate (Disputes) Senior Associate (Corporate) Senior Associate (Disputes) 	<ul style="list-style-type: none"> Senior Associate (Corporate) Senior Associate (Disputes) Partner (Corporate) Partner (Disputes)