

Secrets of Bulletproof Contract Drafting

Presented by Lenné Espenschied

- Better Documents
- Fewer Disputes and Less Stress
- More Satisfied Clients



Secrets of Bulletproof Contract Drafting

focuses on identifying and eliminating the common sources of ambiguity in legal documents that can lead to disputes and even litigation. Experienced corporate and transactional lawyers will undoubtedly recognize some of the common language we untangle in this seminar.

We'll condense hazy theories of drafting into concise, clear, practical techniques that can be applied immediately to improve the clarity and overall quality of all your legal documents.

You'll learn how to:

- Recognize the three types of ambiguity
- Use words consistently
- Organize complex sentences logically and in parallel structure
- Identify and eliminate unnecessary language
- Untangle convoluted sentence structures
- And much more!

Lenné Eidson Espenschied practiced law in Atlanta, Georgia for 25 years, focusing on corporate and transactional representation of technology-based businesses. She is the author of two books published by the American Bar Association: *Contract Drafting: Powerful Prose in Transactional Practice* (ABA Fundamentals, 2010) and *The Grammar and Writing Handbook for Lawyers* (ABA Fundamentals, 2011). Ms. Espenschied has taught commercial law, contracts, and contract drafting at Charlotte School of Law and at the University of Georgia. Her passion is helping younger lawyers acquire the skills they need to be successful in transactional practice.

LIVE PRESENTATION

February 27, 2015

Ambridge Event Center

1333 NE MLK Jr. Blvd.

Portland, OR

6.5 General or Practical Skills MCLE Credits

Program Schedule

8:30 a.m. CHECK-IN AND CONTINENTAL BREAKFAST

9:00–12:15 MORNING SESSION
There will be a 15-minute break during the morning session.

Recognizing the Three Sources of Ambiguity

- Strive for clarity
- Choose plain language

Five Linguistic Improvements

- Avoid these words in legal drafting
- Watch for phrasing traps
- Use words consistently
- Avoid ineffectively defined terms
- Distinguish between “that” and “which”

12:15–1:15 LUNCH (on your own)

1:15–4:30 AFTERNOON SESSION
There will be a 15-minute break during the afternoon session.

Six Strategies for Better Sentences

- Shorten sentence length
- Eliminate clutter and redundant language
- Strengthen verbs
- Improve clarity
- Draft in parallel structure
- Clarify gaps in ranges and shifting rates

The Three Best Methods to Prevent Contextual Ambiguity

- Organization
- Integration
- Correlation

Three Extraneous Factors

- Rules of construction
- Case law
- Blabbering metadata

What others have said about this seminar:

“Real examples of drafting errors and examples of corrections; articulate and thoughtful presentation.”

“Very practical and usable advice. Many seminars are not helpful to in-house counsel. This one is. Thanks for offering it.”

“Very informative. A lot of knowledge and detail that will prove useful in day to day drafting.”

“Excellent seminar and teacher! I will look at agreements differently going forward.”

Program Products

Even if you cannot attend, you can still get the program on CDs or DVDs. Use the order form in this brochure to order your set today! OLI Annual Pass holders may purchase the products at 50% off the full retail price.

Questions?

Please call OLI at (503) 768-6580 in Portland or toll-free in Oregon at (800) 222-8213, e-mail us at oli@lclark.edu, or visit our website at <http://go.lclark.edu/oli>.

Registration/Order Form

Name	OSB No. or Profession
Firm/Organization	
Street Address	City/State/Zip
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Please "✓" appropriate box below:

TUITION: Registration includes electronic course materials. Printed materials are available for an additional \$15. (A link to a PDF of the materials will be emailed prior to the seminar date.)

EARLY REGISTRATION (received by February 23, 2015):

- ☐ **\$209** Early registration
- ☐ **\$149** New attorneys (admitted 2013-2015), paralegals, and legal staff
- ☐ **\$95** Legal aid attorneys
- ☐ **\$15** OLI Passholder (OLI Pass No. _____), law students, and Oregon judges and their lawyer staff
- ☐ **\$15** Attorneys attending with their mentor from an approved Bar Mentor Program (call OLI or go to <http://go.lclark.edu/oli> for details). Mentor's name: _____
- ☐ **\$15** Print materials
- ☐ **\$20** Add to above tuition if registration received after February 23, 2015

LIVE WEBCAST REGISTRATION: Can't attend in person? OLI offers a simultaneous live webcast option allowing you to "attend" the program from the convenience of your office. This program will be broadcast LIVE online on Friday, February 27, 2015, starting at 9:00 a.m. Pacific Time. You may access this event from anywhere with an established internet connection. The webcast will include video and audio of the speakers and seminar handout materials. To register for the live webcast, please go to our website at <http://go.lclark.edu/oli> and click on "Webcasts."

DVDs, CDs, AND COURSE BOOKS:

I am unable to attend. Please send me:

- ☐ **\$229** Audio CDs and print course book
- ☐ **\$320** DVDs and print course book
- ☐ **\$59** Print course book only
- ☐ Deduct 50% from product order if you are an OLI Passholder (OLI Pass No. _____)
- ☐ **\$9.00 Note: Add \$9.00 shipping and handling fee to above product orders.**

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CONFIRMATION: Confirmation will be sent via e-mail.

CANCELLATION POLICY: Tuition minus a \$25 handling charge will be refunded if the cancellation request is *written and received* by Monday, February 23, 2015.

NEED ASSISTANCE: If you are a person with a disability, please let OLI know in time to make any necessary accommodations for you.

TUITION ASSISTANCE: A limited number of scholarships are available based on financial need. Contact OLI.

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WITH PAYMENT TO:**

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Lewis & Clark Law School
10015 SW Terwilliger Blvd.
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