

# Readable Legal Writing

19th Annual  
Advanced Texas Administrative Law Seminar

Wayne Schiess

1

## Overview

1. Traditional and typical readability tips (really = concision)
2. Organization & cuing—including document format
3. Readability assessment tools & background
4. Empirical research on readability

2

# 1. Typical tips

Concision enhances readability ...

... if it's shorter, it's more readable, right?

3

The fewer the words that can be made to convey an idea, the clearer and the more forceful that idea.

David Lambuth, *The Golden Book on Writing*  
20 (2d ed. 1983).

**And**

The fewer the words that can be made to convey an idea, the less time it will take the reader to read the idea.

4

# Techniques for Concision

## Concision Tips

5

## Cut throat-clearing phrases.

- **It is important to note that** a recent case addressed the question as to whether an employee suing for retaliation must have encountered the retaliatory action himself. (27)
- A recent case addressed the question as to whether an employee suing for retaliation must have encountered the retaliatory action himself. (21)

6

Find the full text of this and thousands of other resources from leading experts in dozens of legal practice areas in the [UT Law CLE eLibrary \(utcle.org/elibrary\)](https://utcle.org/elibrary)

Title search: Readable Legal Writing

Also available as part of the eCourse

[2024 Advanced Texas Administrative Law eConference](#)

First appeared as part of the conference materials for the  
19<sup>th</sup> Annual Advanced Texas Administrative Law Seminar session  
"Readable Legal Writing"