

Readable Legal Writing

19th Annual
Advanced Texas Administrative Law Seminar

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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

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1. Typical tips

Concision enhances readability ...

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

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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)

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