

# Arabic Legal Writing and Document Drafting Practice Training Course

23 – 27 May 2027
Zanzibar

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Training Center

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**Ref:** 1765_232686 **Date:** 23 – 27 May 2027 **Location:** Zanzibar **Fees:** 5500 Euro

## Course Overview

The Arabic Legal Writing and Document Drafting Practice Training Course develops the discipline to transform legal research, facts, and instructions into clear Arabic legal documents. Participants practise Arabic legal writing and document drafting for memoranda, opinions, notices, pleadings, and case summaries while preserving professional boundaries and avoiding unsupported legal conclusions. The applied learning experience is delivered by Agile Leaders Training Center.

The course integrates Arabic legal memorandum writing, Arabic legal terminology and style, Arabic pleading and notice drafting, and legal document proofreading and quality control. It is not a translation, general business-correspondence, commercial-contract, or legislative-drafting course.

## Who Should Attend

- Arabic-speaking lawyers and legal researchers
- Legal officers, paralegals, and judicial support staff
- Compliance professionals who prepare legal documents in Arabic
- Legal graduates seeking structured writing practice

## Course Objectives

- Plan Arabic legal documents around purpose, reader, authority, and required action.
- Organise facts, issues, rules, analysis, and conclusions in a traceable structure.
- Draft memoranda, opinions, notices, pleadings, and case summaries in precise Arabic.
- Control terminology, defined terms, citations, cross-references, and supporting authorities.
- Remove ambiguity, repetition, unsupported assertions, and inconsistent phrasing.
- Apply ethical review, confidentiality, proofreading, approval, and version controls.

## Day 1: Arabic Legal Writing Foundations

- Purpose, Reader, Authority, and Document Outcome Map
- Fact, Issue, Rule, Analysis, and Conclusion Framework
- Arabic Legal Register, Tone, and Professional Boundary
- Source, Authority, Citation, and Current-Version Check
- Exercise: Convert a Matter File into a Writing Plan

## Day 2: Terminology, Sentences, and Paragraphs

- Arabic Legal Terminology Selection and Consistency Register
- Defined Terms, Names, Dates, Numbers, and Reference Control
- Sentence Length, Voice, Precision, and Ambiguity Removal
- Paragraph Unity, Sequence, Headings, and Transitions
- Exercise: Diagnose and Rewrite an Unclear Legal Passage

## Day 3: Memoranda, Opinions, and Case Summaries

- Arabic Legal Memorandum Writing Structure
- Question Presented, Brief Answer, Facts, Analysis, and Conclusion
- Legal Opinion Scope, Assumptions, Qualifications, and Recommendation
- Case Summary: Procedure, Facts, Issues, Holding, and Reasoning
- Exercise: Draft a Legal Memorandum from Authorities and Facts

## Day 4: Pleadings, Notices, and Supporting Documents

- Arabic Pleading and Notice Drafting Structure
- Parties, Jurisdiction, Facts, Grounds, Requests, and Relief
- Chronology, Allegation, Evidence Reference, and Annex Control
- Formal Notice, Response, Reservation, and Action Deadline
- Exercise: Prepare a Pleading Section and Formal Notice

## Day 5: Review, Quality Control, and Portfolio

- Legal Document Proofreading and Quality Control Checklist
- Accuracy, Authority, Logic, Terminology, and Completeness Review
- Confidentiality, Recipient, Privilege Awareness, and Redaction Check
- Version, Comment, Approval, Signature, and Final-Issue Control
- Capstone: Arabic Legal Writing Portfolio

## Practical Exercises

- Build a fact-and-issue matrix from a legal matter file.
- Create a controlled Arabic legal terminology register.
- Draft and peer-review a memorandum, opinion section, notice, and pleading passage.
- Check citations, defined terms, annexes, and cross-references.
- Complete a final document-quality and ethical-release review.

## Frequently Asked Questions

### Is this a legal translation course?

No. Participants write natively in Arabic from facts, authorities, and instructions rather than translating English legal text.

### Does the course teach commercial contract drafting?

No. It focuses on legal memoranda, opinions, notices, pleadings, case summaries, and document quality controls.

### Is the course tied to one jurisdiction?

No. Exercises teach transferable writing methods and require participants to verify the applicable law, authority, form, and local procedure.

### How is legal terminology controlled?

Participants maintain a terminology register, verify authoritative usage, define terms consistently, and review the full document for variation.

### What does the final portfolio contain?

It contains a writing plan, terminology register, legal memorandum, opinion section, formal notice, pleading passage, and final quality checklist.

## Conclusion

Participants leave able to produce structured, precise, traceable, and professionally controlled Arabic legal documents.