

COURSE DESCRIPTION FOR

THE GARNER METHOD FOR BETTER LEGAL MEMOS

In one short hour, Bryan Garner shows you how to write legal-research memos that truly stand out. For 20 years, Garner has collected memo samples from law firms throughout the United States. He has found empirically that only 1% of the hundreds he reviews every year do three things that a solid memo should do: (1) state the question that the writer seeks to answer in a way that any reader, even years down the line, can comprehend; (2) give a brief answer to that question; and (3) summarize the reason for that answer—all on page 1. These seem to be easy and straightforward tasks, and yet they're devilishly hard for the unskilled. Garner shows you how to do this, even with multiple questions, in a way that will improve the legal analysis of the entire memo. And then he shows how to carry through the analysis with excellent writing the whole way through.

Garner also covers the common problems that memo-writers encounter and how to avoid them—in other words, how to write analytical memos that will advance and never hinder your career.

More than 95 of the AmLaw 100 law firms have relied on Garner, through his LawProse seminars, to teach their associates to improve their memo-writing. Let his time-tested methods go to work for you.