CONCEPT

Arabic Legal Writing: Legal Opinions, Memoranda and Legal Notices

31 October – 4 November 2027
Jeddah - Corniche four-star



Arabic Legal Writing: Legal Opinions, Memoranda and Legal Notices

Ref: 95_14916 **Date:** 31 October – 4 November 2027 **Location:** Jeddah - Corniche four-star **Fees:** 19500 SAR

Introduction:

Weak Arabic legal writing creates risk inside an organisation: a legal opinion that buries its conclusion, a memorandum of defence that mixes formal and substantive pleas, or an internal resolution whose wording supports two readings. This Core Concept course builds Arabic legal writing and drafting skills for in-house legal teams and legal researchers, focusing on legal opinions, research notes, legal memoranda, notices and regulatory texts rather than contracts. Participants draft and edit realistic legal documents in Arabic and leave with an Arabic Legal Writing Kit: opinion and memorandum templates, a terminology sheet and an editing checklist.

Course Objectives:

- Select the correct legal document type, structure and register for each reader and purpose in Arabic
- Research a legal question and record it in a structured legal research note with accurate citations
- Write Arabic legal opinions using the issue, rule, analysis and conclusion structure with clear reservations
- Draft legal memoranda, statements of defence and warning notices in the sequence practitioners expect
- Draft internal regulations, policies and resolutions in precise wording that supports one reading only
- Review and edit Arabic legal texts for terminology, ambiguity, numerals and language errors before issue

Target Audience:

- In-house legal staff who advise management and business units in writing
- Legal researchers who prepare research notes and background studies on legal questions
- Legal advisers who draft opinions, memoranda and responses to claims
- Legal and compliance unit staff who draft internal regulations, policies and resolutions
- Paralegals and legal assistants who prepare first drafts of notices and legal letters
- Company secretarial staff who word board and committee resolutions

Course Outline:

Day 1: Foundations of Arabic Legal Writing and the Legal Text Landscape

- Legal Document Types Map: Research Notes, Legal Opinions, Memoranda, Notices and Regulatory Texts
- Characteristics of Arabic Legal Language: Precision, Brevity, Neutrality and Formal Register
- Reader and Purpose Analysis Grid for Management, Courts and Counterparties
- Writing Sample Diagnostic Against a Clarity and Structure Scorecard
- Legal Sources Hierarchy Chart: Legislation, Regulations, Judicial Principles and Internal Rules

Day 2: Legal Research Notes and Legal Opinion Structure

- IRAC Method in Arabic: Issue, Rule, Analysis and Conclusion
- CREAC Variant for Conclusion-First Opinions to Management
- Legal Research Note Template: Question Presented, Sources Consulted and Findings
- Citation Conventions for Legislation, Judicial Principles and Legal Commentary in Arabic
- Assumptions, Qualifications and Reservations Paragraph in a Legal Opinion

Day 3: Drafting Legal Memoranda, Pleadings Structure and Legal Notices

- Statement of Claim Structure: Parties, Facts, Legal Grounds and Requests
- Memorandum of Defence Sequence: Formal Pleas Before Substantive Pleas
- Reply Memorandum Technique Using a Point-by-Point Rebuttal Table
- Warning Notice and Formal Notification Template: Facts, Demand and Deadline Wording
- Legal Letter to Counterparties and Authorities: Tone, Reservation of Rights and Closing

Day 4: Regulatory Texts, Terminology Precision and Ambiguity Control

- Internal Regulation and Policy Article Drafting: Preamble, Definitions, Articles and Effective Date
- Board and Management Resolution Wording: Recitals, Operative Decisions and Delegations
- Ambiguity Sources Clinic: Pronoun Reference, Conjunction and Disjunction, Qualifiers and Time Periods
- Legal Terminology Sheet for Near-Synonyms: Nullity, Voidability, Rescission and Termination
- Numerals, Dates and Amounts in Figures and Words Consistency Check

Day 5: Legal Text Review Clinic and the Arabic Legal Writing Kit

- Legal Opinion Case: Advising on a Disputed Supplier Termination
- Memorandum Case: Answering a Claim Filed Against the Organisation
- Peer Editing Round Using a Legal Text Review and Proofreading Checklist
- Arabic Legal Writing Kit Assembly: Opinion and Memorandum Templates and Terminology Sheet
- Kit Presentation and Panel Feedback on Drafted Documents

Skills You Will Gain:

- Legal Opinion Writing
- Legal Research Note Drafting
- Pleadings Structuring
- Legal Notice Drafting
- Regulatory Text Drafting
- Ambiguity Detection
- Arabic Legal Terminology Control
- Legal Text Proofreading

Why Attend This Course:

- Return with an Arabic Legal Writing Kit: opinion and memorandum templates, a legal terminology sheet and a review checklist
- Give management legal opinions that state the answer first and show the reasoning behind it
- Catch ambiguous wording in regulations and resolutions before it leads to disputes over interpretation
- Compare drafting practice with legal teams from companies, public bodies and law firms across several sectors

Conclusion:

Clear Arabic legal writing lets an organisation act on legal advice without misreading it. The course moves from the types and language of legal texts, through research notes and legal opinions built on the issue, rule, analysis and conclusion method, to legal memoranda, pleadings structure and notices, and then to regulatory texts, terminology and ambiguity control. The final day's review clinic turns this into an Arabic Legal Writing Kit that participants apply to their next opinion or memorandum.