

Provider Info.

Course Provider *

Contact Person * Amy Chan 8/50 Email * cpdcourse@cpd.com.hk Phone 22221234 8/20

Course Details

Please click [here](#) for accreditation guidelines.

Mode of Delivery * Face-to-face Live Webinar Multi-media Recorded Course

Mediation Accreditation (if applicable) General Mediation Family Mediation

CPD/RME * CPD Course Code * CW - Workshop

Course Title * Writing Legal Opinions/ Letters of Advice in Commercial Law Practice (Module 1) 79/500

Course Date * 15/5/2023 Course Time * 09:00 to 18:30

Break Duration 00:30 Lunch Duration 01:00

Category * Commercial Accreditation Basis * As a whole

Language * English Client Seminar * Yes No

CPD Points Level Intermediate

Name & Title of Presenter(s) Name, professional/educational background, practical/ teaching experience and current employment of presenter(s)

Presenter(s) * (short C.V.(s) may be submitted in lieu of description)

Mary Cheung, Partner, Law Firm and Peter Chan, Consultant, Law Firm
(See attached C.V.) 87/2000

Course Venue/Access hyperlink * Meeting Room, Hong Kong Convention and Exhibition Centre 56/500

Segmented Course Accreditation Please provide details of each segment in the course outline and the justification for segmented accreditation if you have indicated in the field

"Accreditation Basis" above to apply for accreditation of individual segment(s) of the course.

0/500

Course Outline

Time of each session (00:00-23:59)	Topic of each session	Presenter(s)	Teaching technique used in each session	Duration of each session	
09:00 to 09:30	Session 1 Lecture 1- The Art (and pain) of Effective	Mary Cheung and Peter Chan	Lecture	30 mins	
09:30 to 09:45	Writing Tips - 1 and 2	Mary Cheung and Peter Chan	Group Discussion/ Exercises	15 mins	
09:45 to 10:30	Session 2 (Part 1) Turning a meeting into attendanc	Mary Cheung and Peter Chan	Group Discussion/ Exercises	45 mins	
10:30 to 10:55	Session 3 Group Activity - "Real Time Pruning" conte	Mary Cheung and Peter Chan	Group Discussion/ Exercises	25 mins	
10:55 to 11:10	Break	N/A	N/A	15 mins	
11:10 to 11:45	Session 4 Lecture 2 - Getting the Right Message Ac	Mary Cheung and Peter Chan	Group Discussion/ Exercises	35 mins	
11:45 to 12:10	Session 2 (Part 2) Write your office memo	Mary Cheung and Peter Chan	Group Discussion/ Exercises	25 mins	
12:10 to 12:25	Writing Tips 3 & 4	Mary Cheung and Peter Chan	Group Discussion/ Exercises	15 mins	
12:25 to 12:45	Session 5 Responding in Writing -Clearly	Mary Cheung and Peter Chan	Group Discussion/ Exercises	20 mins	
12:45 to 13:45	Lunch	N/A	N/A	1 hour	

🕒 13:45 to 14:30	Writing Tips 5 & 6	Mary Cheung and Peter Chan	Group Discussion/ Exercises	45 mins	🗑️
🕒 14:30 to 15:00	Session 6 Lecture 3 – The Elements of Style	Mary Cheung and Peter Chan	Group Discussion/ Exercises	30 mins	🗑️
🕒 15:00 to 15:30	Session 7 Subtleties & getting the right message ac	Mary Cheung and Peter Chan	Group Discussion/ Exercises	30 mins	🗑️
🕒 15:30 to 15:45	Break	N/A	N/A	15 mins	🗑️
🕒 15:45 to 16:00	Writing Tips 7 & 8	Mary Cheung and Peter Chan	Group Discussion/ Exercises	15 mins	🗑️
🕒 16:00 to 16:20	Session 8 Lecture 4- Formal Legal Opinions Writing	Mary Cheung and Peter Chan	Group Discussion/ Exercises	20 mins	🗑️
🕒 16:20 to 16:40	Session 2 (Part 3)	Mary Cheung and Peter Chan	Group Discussion/ Exercises	20 mins	🗑️
🕒 16:40 to 17:05	Turning an office memo into a letter of advice	Mary Cheung and Peter Chan	Group Discussion/ Exercises	25 mins	🗑️
🕒 17:05 to 18:30	Session 9 Application of Writing Tips	Mary Cheung and Peter Chan	Group Discussion/ Exercises	1 hr 25 mins	🗑️

[+Outline](#)

Course Materials/ Supporting Documents

Total Pages Provider may be asked to provide the course materials upon request.

Attachment

Upload Document(s)	
Document(s) Uploaded	Action
1) CV of Mary Cheung and Peter Chan.pdf (26.43 KB)	🗑️
2) Detailed outline for Writing Legal Opinions Letters of Advice in Commercial Law Practice (Module 1).pdf (93.72 KB)	🗑️
+UPLOAD FILE	

Other Information

Accredited Before?

Has a course or any part of a course of a similar nature been offered and accredited before?

Yes No

If yes, please indicate title, dates, and sponsoring agency: *

Writing Legal Opinions/ Letters of Advice in Commercial Law Practice (Module 1), 14 May 2022, CPD Provider

106/500

If yes, please indicate no. of any CPD points awarded: *

5.0

Where the same presenters used? *

Yes No

If no, list new presenter(s) *

Mary Cheung and Peter Chan

26/500

Participants

Estimated No. *

Registration Fee (HKD)

Audience Description *

31/200

Application Fee

Application Fee (HKD)

Remarks: Application fee should be paid within 3 working days after submitting an online application

Terms & Conditions and Personal Information Collection Statement

Please confirm and agree to the following before submitting the form or proceeding to the next segment of course:

I hereby:

- i. confirm that I have reviewed the [criteria for CPD accreditation](#) and if applicable, the [criteria for RME accreditation](#) and made them known to each of the presenters:
- ii. agree and consent to the [terms and conditions](#) in relation to application for accreditations.
- iii. confirm that I have read the [Personal Information Collection Statement](#).

Finish and Submit

SAMPLE