

Active And Concrete Verbs In Legal Writing

Action Verbs List, definition and Example Sentences



• Accelerated	• Appeared	• Awarded	• Classified	• Conceptualized	• Corrected
• Accomplished	• Applied	• Balanced	• Cleared	• Concluded	• Correlated
• Achieved	• Appointed	• Briefed	• Closed	• Conducted	• Corresponded
• Acquired	• Appraised	• Brought	• Coded	• Consolidated	• Counseled
• Activated	• Approved	• Budgeted	• Collaborated	• Constructed	• Dealt
• Adapted	• Arbitrated	• Built	• Collected	• Consulted	• Debated
• Adjusted	• Argued	• Calculated	• Combined	• Contacted	• Decided
• Administered	• Arranged	• Cataloged	• Commented	• Continued	• Defended
• Advised	• Articulated	• Caused	• Communicated	• Contracted	• Defined
• Aided	• Assembled	• Chaired	• Compared	• Controlled	• Delegated
• Allocated	• Assessed	• Changed	• Compiled	• Convened	• Delivered
• Analyzed	• Assigned	• Chartered	• Completed	• Converted	• Demonstrated
• Annotated	• Assisted	• Checked	• Composed	• Conveyed	• Described
• Answered	• Assumed	• Chose	• Computed	• Convinced	• Designed
• Anticipated	• Assured	• Clarified	• Conceived	• Coordinated	• Detailed

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Active and concrete verbs are essential components in legal writing, as they enhance clarity, precision, and engagement in legal documents. The use of active and concrete verbs allows legal professionals to convey their messages more effectively, ensuring that the intended meaning is clear and unambiguous. This article will explore the significance of active and concrete verbs in legal writing, provide examples, and offer practical tips for integrating these verbs into various legal documents.

Understanding Active Verbs

Active verbs are words that express action performed by the subject of the sentence. In legal writing, using active verbs promotes a direct and assertive tone, which is crucial for ensuring that the reader understands the actions and obligations outlined in the text.

Characteristics of Active Verbs

1. **Directness:** Active verbs eliminate the need for passive constructions, making sentences more straightforward and easier to understand.
2. **Clarity:** They reduce ambiguity by specifying who is performing the action, which is vital in legal contexts.
3. **Engagement:** Active verbs often create a more compelling narrative, engaging the reader's attention and encouraging them to follow the argument or explanation.

Examples of Active Verbs in Legal Writing

- "The court ruled that..." instead of "It was ruled by the court that..."
- "The parties agreed to..." instead of "An agreement was made by the parties to..."
- "The defendant filed a motion..." instead of "A motion was filed by the defendant..."

The Importance of Concrete Verbs

Concrete verbs are specific and descriptive, providing clear imagery and substance to the actions being described. In legal writing, concrete verbs help eliminate vagueness, enabling the reader to understand precisely what actions are being taken or required.

Characteristics of Concrete Verbs

1. Specificity: Concrete verbs are precise, reducing the chance of misinterpretation.
2. Imagery: They create a vivid picture of the actions being described, improving the reader's comprehension.
3. Action-oriented: Concrete verbs convey tangible actions rather than abstract concepts, which is essential when outlining obligations, rights, and procedures.

Examples of Concrete Verbs in Legal Writing

- "Deliver" instead of "Provide"
- "Negotiate" instead of "Discuss"
- "Execute" instead of "Complete"

Benefits of Using Active and Concrete Verbs in Legal Writing

Using active and concrete verbs in legal writing offers numerous advantages, particularly in enhancing the effectiveness of legal documents. Some of the key benefits include:

1. Improved Clarity: Legal documents often contain complex concepts and terminologies. By using active and concrete verbs, writers can simplify their language, making it more accessible to various audiences.

2. **Enhanced Persuasiveness:** Active verbs create a sense of urgency and assertiveness, which can strengthen arguments and positions in legal writing.
3. **Reduced Ambiguity:** By avoiding passive constructions and vague language, legal writers can minimize the risk of misinterpretation, ensuring that all parties involved have a clear understanding of their rights and responsibilities.
4. **Increased Engagement:** Well-crafted sentences with active and concrete verbs can maintain the reader's interest, making the document more compelling and easier to follow.
5. **Professionalism:** Using precise and engaging language reflects professionalism and attention to detail, enhancing the writer's credibility.

Practical Tips for Incorporating Active and Concrete Verbs

Incorporating active and concrete verbs into legal writing requires a deliberate approach. Here are some practical tips to help legal professionals enhance their writing:

1. Identify Passive Constructions

Review your drafts for sentences that use passive voice constructions. Look for forms of "to be" (is, are, was, were) followed by a past participle. For example:

- Passive: "The contract was signed by the parties."
- Active: "The parties signed the contract."

2. Replace Vague Verbs with Concrete Alternatives

When you encounter vague verbs such as "do," "make," or "have," consider replacing them with more concrete alternatives that specify the action. For instance:

- Vague: "They made a decision."
- Concrete: "They rendered a decision."

3. Use Action Verbs to Clarify Roles and

Responsibilities

Clearly define the actions of each party involved in a legal document by using action verbs. This approach clarifies roles and responsibilities, reducing confusion. For example:

- Instead of saying, "The agreement allows for notifications," say, "The agreement requires the parties to notify each other."

4. Read Aloud for Flow and Clarity

Reading your legal writing aloud can help identify areas where the language may be confusing or unclear. Pay attention to sentences that feel cumbersome or overly complex, and revise them to include active and concrete verbs.

5. Seek Feedback from Colleagues

Collaborate with colleagues or peers to review your writing. Fresh eyes can identify passive constructions or vague language that may have been overlooked. Engaging in peer review fosters a culture of clarity and precision in legal writing.

Conclusion

In conclusion, the use of active and concrete verbs is fundamental in legal writing, as they promote clarity, precision, and engagement in legal documents. By understanding the characteristics and benefits of these verbs, legal professionals can enhance their writing, ensuring that their messages are conveyed effectively. The practical tips provided in this article serve as a valuable guide for integrating active and concrete verbs into legal documents, ultimately improving the quality of legal writing. By embracing these principles, legal professionals can enhance their communication, foster better understanding among parties, and uphold the integrity of their work in the legal field.

Frequently Asked Questions

What are active verbs and why are they important in legal writing?

Active verbs are verbs that show the subject performing an action directly. They are important in legal writing because they create clarity and

precision, making the text easier to understand and reducing ambiguity in legal documents.

How do concrete verbs differ from abstract verbs in legal contexts?

Concrete verbs refer to actions that can be observed or measured, while abstract verbs refer to ideas or states that are not directly observable. In legal writing, using concrete verbs helps to provide clear and specific actions, which can enhance the enforceability of legal agreements.

Can you provide examples of active and concrete verbs commonly used in legal documents?

Examples of active and concrete verbs in legal writing include 'execute', 'deliver', 'notify', 'comply', 'pay', and 'terminate'. These verbs convey specific actions that are essential for clarity in legal agreements.

What are the benefits of using active voice over passive voice in legal writing?

Using active voice in legal writing promotes clarity and directness. It allows the reader to easily identify the subject and the action being taken, which can prevent misunderstandings and misinterpretations of legal obligations.

How can legal writers ensure they are using active and concrete verbs effectively?

Legal writers can ensure effective use of active and concrete verbs by reviewing their drafts for passive constructions, using strong verbs that convey specific actions, and focusing on the subject of each sentence to maintain clarity and directness.

What common mistakes do writers make when using verbs in legal writing?

Common mistakes include overusing passive voice, relying on abstract verbs that lack clarity, and using overly complex language that obscures the intended meaning. These mistakes can lead to confusion and reduce the effectiveness of legal documents.

How do active and concrete verbs enhance the persuasiveness of legal arguments?

Active and concrete verbs enhance persuasiveness by making arguments more direct and impactful. They convey confidence and clarity, which can strengthen the writer's position and make the arguments more compelling to the reader.

Are there any specific guidelines for using verbs in legal writing?

Yes, guidelines include using active voice whenever possible, choosing concrete verbs that convey specific actions, avoiding jargon and overly complex language, and ensuring that each verb aligns with the intended legal meaning to maintain precision and clarity.

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