



# UNIT 3 DEVELOPING WRITING SKILLS

## Dan Martinez, J.D., Attorney; Nouguchi & Cage, LLP

Nouguchi & Cage, LLP was established in 1988.

**Precision.** *How is an eye for detail in written communication important in Dan's profession?*

### Stories from the Real World

- ▶ **Name: Dan Martinez, J.D.**
- ▶ **Profession: Attorney**
- ▶ **Years of Experience: Four**

#### **How have your training and schooling helped you in your professional life?**

My formal education has helped to discipline and structure my thinking so that I can communicate my thoughts more clearly and efficiently. Likewise, my work experience has helped me to develop good business judgment—the ability to discern what is important and is not important to my clients.

#### **How important are good communication skills on the job?**

A portion of my daily routine is spent providing written responses to clients or co-workers through E-mails, letters, or memoranda. When drafting legal documents or communicating face-to-face, good communication skills increase efficiency and productivity, and reduce redundancy.

#### **What is the biggest challenge to professional communication?**

The most difficult challenge is maintaining brevity and precision. Clients, colleagues, and employers all want complete but succinct responses to their questions or problems. If I can reduce miscommunications or misunderstandings, then I can reduce time spent on recreating or reconstructing work product. Clients really appreciate it when they can easily read and understand the contract that they just paid their attorneys to draft.

## Thinking Critically

**How does Dan use writing skills in his profession?**

**How is the ability to communicate effectively related to efficiency and productivity?**