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THE LEGAL SECRETARY'S GUIDE

FIFTH EDITION

ANN CHEYNE

Legal Secretarys Guide Ann Cheyne

Nicholas Triffin



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The Legal Secretary's Guide Ann Cheyne, 2005 A good legal secretary is one of the most valuable assets in any legal office and this book written as a practical guide will enable them to approach their work with increased confidence Of particular assistance will be the numerous completed specimen forms and documents These examples are invaluable reference sources indicating the best way of filling in such forms As well as covering most areas of law this book identifies the people who work in the law and the structure of the courts It contains a useful glossary a section on etiquette and a helpful list of addresses telephone numbers and web addresses There is also a guest chapter on finding a job which has been written by Zarak Legal a leading London recruitment consultant firm A test yourself section at the end of most chapters acts as an ideal study aid for beginners to monitor progress or as a desktop reference for the more experienced legal secretary

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