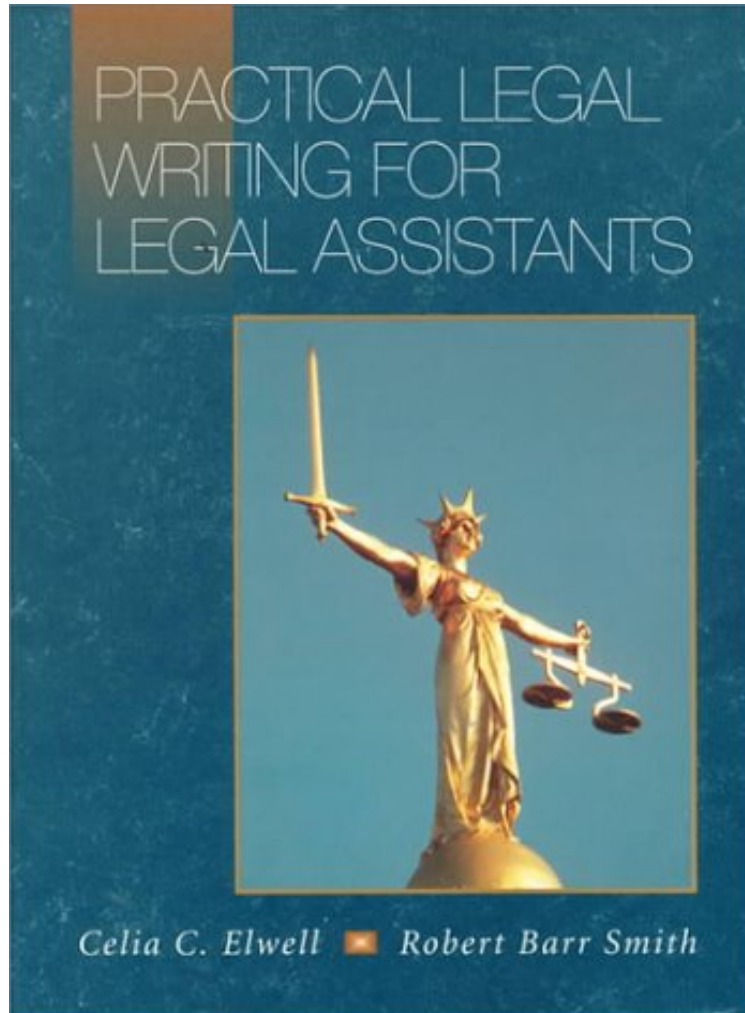


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Practical Legal Writing for Legal Assistants

Celia Elwell, Robert Smith

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This text is designed to cover all aspects of paralegal writing. It is intended not only as a text for paralegal instruction,

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Introduction. Communication Skills. Legal Writing- The Basics. Grammar, Punctuation and Capitalization. Correspondence and Internal Memorandums. Legal Research. Citation Form. Legal Analysis. Legal Memorandums. Drafting Briefs. Pleadings. Motions and supporting Briefs. Drafting Discovery Documents. Appendices. Glossary. Index.

About the Author Celia is a PACE Registered Paralegal, and is employed as a professional title opinion analyst in Oklahoma City, OK. She regularly conducts continuing legal education seminars for attorneys and paralegals for the Institute of Paralegal Education and member associations of the National Federation of Paralegal Associations. Celia writes on a regular basis for several newsletters and listservs distributed to the Oklahoma Bar Association, the Rhode Island Paralegal Association, the Kansas Paralegal Association, and the Arkansas NFPA Member Association.

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