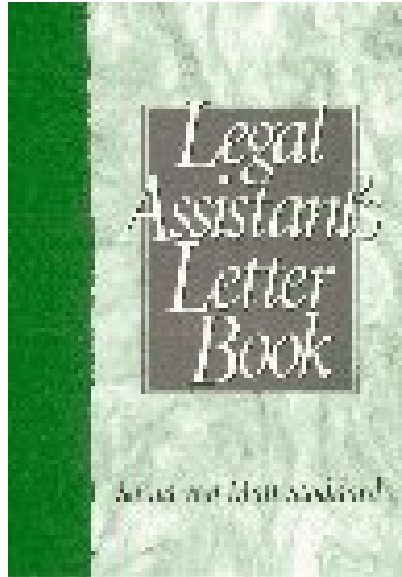


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This unique guide provides paralegals with a foundation for writing effective correspondence in the law or corporate office. It offers training using all of the practical tools for writing clear, accurate and concise documents. Although discussions focus mainly on legal communications, most of the guidelines offered can be applied to corporate or other professional settings.

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