

Course Description for

The Secrets of Superb Legal Correspondence

Lawyers are letter-writers—but they’re typically not great ones. They’re often pedestrian, stuffy, and unimaginative. But clients are people, or represented by people, and need that personal and informative touch without the layers of ambiguities hiding what their lawyers are trying to say. What should a letter do? What do you use a letter for? What are the tricks of the letter-writing trade? Professor Garner will teach you all these things and more. Through examples and explanations, Professor Garner will go through detailed descriptions of the writing process particular to writing letters, e-mail, and other forms of written correspondence.

Seminar Specifications

Seminar Length	60 minutes (total video length)
License Window	30 days from date of license purchase.
Production Date	January 19, 2011; Full review: November 30, 2020
Live, interactive function	Call or email us with questions at LawProse 214-691-8588 info@lawprose.org
Seminar Format	Print out Course Material (PDF) Begin the seminar video.

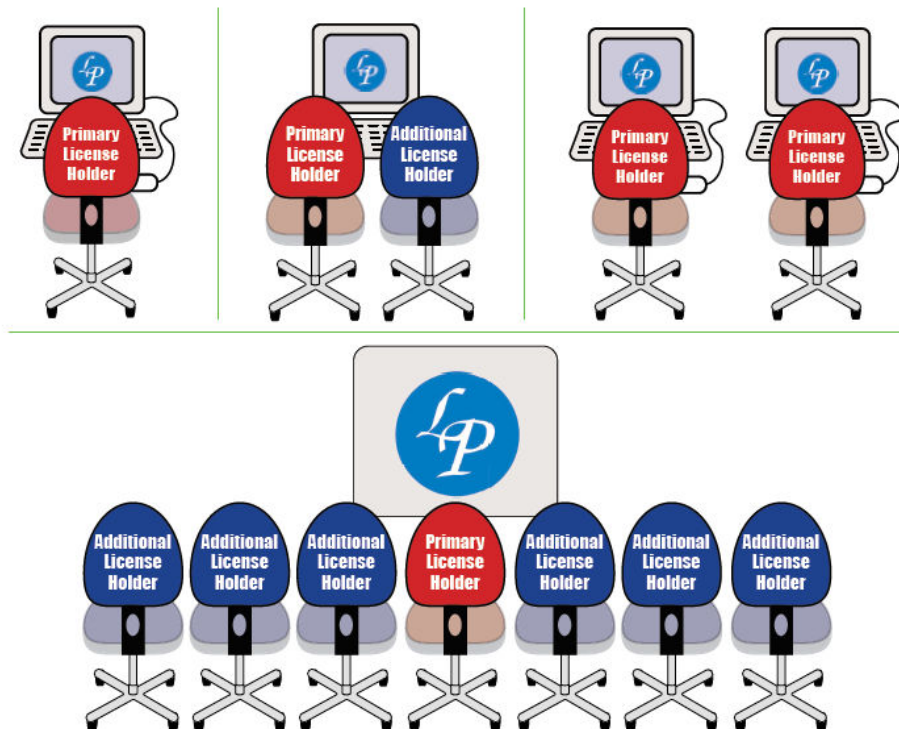
<p>Seminar Content Tree (seminar module)</p>	<ul style="list-style-type: none"> • Directions • Course Material (PDF) • PowerPoints (PDF) • Superb Legal Corr Part 1 (video) • First Quiz • Superb Legal Corr Part 2 (video) • Second Quiz • Superb Legal Corr Part 3 (video) • Final Quiz • Code Word
<p>CLE State Approvals</p>	<p>California: Please send your California Bar number, seminar-completion date, seminar name, and code word to info@lawprose.org to receive a California CLE Certificate from LawProse.</p> <p>Texas: Please send your Texas Bar number, seminar-completion date, seminar name, and code word to info@lawprose.org. LawProse will report your CLE credit directly to the Texas Bar.</p>

Questions

Please see our [Step-by-Step guide](#) on the Self-Paced Online Seminar page for help in (1) creating an account on our e-learning site, (2) registering for a self-paced online seminar, (3) registering additional viewers, (4) accessing the course materials and seminars, or (5) accessing completion certificates.

Multiple licenses—which one do you need?

Depending on if you're watching by yourself or with a group, we have the right license for you.



You'll need a primary license to access the seminar. You can buy the additional licenses for your colleagues in your account in a separate transaction. Each self-paced online seminar has its additional-viewer license tuition listed.

If you're watching in a seminar in multiple locations, each location needs a primary license (that covers one person there) and then additional-viewer licenses for everyone joining to watch *with* the primary-license holder in that location.

Have questions? Ask us: info@lawprose.org.

An important note from Bryan A. Garner

I'm excited to be a part of your legal-writing education, but before you start your program, we have a few legal bits to cover:

Terms of use

- You're receiving this course-material packet for purchasing the appropriate license for the seminar.
- You, and only you, are allowed to use this course-material packet, its contents and associated contents, for your personal use.
- You're allowed unrestricted access to print, backup, copy, and use this course-material packet—again, for your personal use.

Limited-Use License

- Unless LawProse grants explicit permission in writing, you cannot distribute this course-material packet, or its contents and associated contents, to anybody else, whether offline or online. This prohibition, of course, includes modifying the source file and then distributing it.
- Unless LawProse grants explicit permission in writing, resale of the work within this course-material packet, or any portion of it is prohibited. Online or other republication of any of its contents is prohibited.

Violation of this License may result in immediate termination of your seminar license and may result in legal action for injunction, damages, or both.

Thank you for continuing the LawProse tradition of the rules we all learned in kindergarten: (1) say “please” and “thank you,” (2) everything nice and neat, and (3) be a good person and follow the Honor Code.

Best wishes,
Bryan A. Garner