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The Complete Advocate: A Practice File for Representing Clients from Beginning to End can be thought of as a start-to-finish approach to representing a client--a realistic way for a student to be oriented into the administration of a case from the preliminary stages until the very end. The book is applicable to many contexts and provides professors with a variety of options in designing their curricula. The book is ideal for skills courses--first-year writing and research and advocacy, trial and appellate advocacy, drafting, interviewing, negotiation and settlement--as well as for trial and appellate advocacy competitions--as all of the necessary materials and answers are provided. The subject matter of The Complete Advocate also makes it useful as a supplementary text for doctrinal courses, such as civil rights/discrimination, employment law, elder law, professional responsibility, administrative law, etc., insofar as a professor of those courses would like to add a practical component to the syllabus--using the text as an example of how a case might unfold in the doctrinal area being taught. Finally, the text lends itself to being taught by a group of colleagues in several classes, so different professors teaching trial advocacy, legal drafting, and settlement/negotiation might all co-teach the text as to their dimensions, and provide useful exchanges of information for the purposes of developing the individual classes. That is, the events of an attempted settlement in one section could affect the subsequent trial efforts in another, which could affect any ultimate settlement achieved in a third. This allows for a lively dynamic across the curriculum. A "Course Adoption Grid" illustrating which assignments can be used for which courses is included in the Teacher's Manual. The Teacher's Manual also helps guide the professor in how to teach as much of the process as desired, focusing on several skills or merely one. The Market Leader Practice File Book is the perfect way to extend your business English course. The book has extra grammar practice and a complete syllabus of business writing. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with PowerPoint 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft PowerPoint! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): PowerPoint 2016 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage presentations Insert and format text, shapes, and images Insert tables, charts, SmartArt, and media Apply transitions and animations Manage multiple presentations About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. \* This gives extra practice in the areas of grammar and vocabulary, together with a complete syllabus in business writing \* Students work with text models and useful language, then do a writing task to consolidate the learning \* Provides regular self-study pronunciation work with audio CDs or cassettes and exercises The Market Leader Practice File is the perfect way to extend the Market Leader course. It has extra grammar practice and a complete syllabus of business writing. The Market Leader Practice File Book is the perfect way to extend your business English course. The book has extra grammar practice and a complete syllabus of business writing. The audio CD provides extensive pronunciation work. New Edition Market Leader reflects the fast-changing world of business with updated material from authentic sources. The Practice File includes vocabulary exercises, language review, and writing tasks New Edition Market Leader reflects the fast-changing world of business with updated material from authentic sources. The Practice File includes vocabulary exercises, language review, and writing tasks The Practice File Audio CD accompanying the Practice File provides regular self study pronunciation work. New Edition Market Leader reflects the fast-changing world of business with updated material from authentic sources. The Practice File includes vocabulary exercises, language review, and writing tasks This gives extra practice in the areas of grammar and vocabulary, together with a complete syllabus in business writing Students work with text models and useful language, then do a writing task to consolidate the learning Provides regular self-study pronunciation work with audio CDs or cassettes and exercises Great texts that motivate students to talk Four-skills syllabus with a clear focus on pronunciation Level-specific features to address learners' different needs Test Generator CD-ROMs Online support, resources, and lesson ideas (Teacher Link) Preparing for Practice is a fresh approach to the first semester of the 1L legal writing and research course, designed to guide students through their development of the essential skills needed to pass the bar and practice law. The coursebook combines practice-oriented case files with more theoretical background text, eliminating the need for instructors to create their own case files. The three cases included in the text teach students new skills and give them the chance to practice ones they've already learned. The case files are meant to represent the type of information students will encounter in practice, and are also similar to the File and Library found on the Multi-State Performance Test (MPT). This unique text will be published at one-year intervals, each version featuring new case files. This will prevent students from accessing the work product produced by students in previous years. Each version will be on a three-year revision cycle. Features: The text focuses on skills essential to passing the bar and to practicing law. Three fully developed case files teach students new skills presented in the preceding expository text, while also practicing skills presented earlier in the text. Allowing students to practice new skills and master older ones cements their abilities. Case files

are true-to-practice. Case files are also similar to the File and Library found on the MPT. Three versions will be sold at one-year intervals, each featuring entirely new case files. Each version will be on a three-year revision cycle. This will prevent students from accessing the work product produced by students in previous years. This series uses authoritative authentic sources to explore topical business issues and builds the professional standard of language needed to communicate in the modern world of business. The Practice File includes vocabulary exercises, language review, and writing tasks. \* This gives extra practice in the areas of grammar and vocabulary, together with a complete syllabus in business writing \* Students work with text models and useful language, then do a writing task to consolidate the learning \* Provides regular self-study pronunciation work with audio CDs or cassettes and exercises The Market Leader Practice File Book is the perfect way to extend your business English course. The book has extra grammar practice and a complete syllabus of business writing. The audio CD provides extensive pronunciation work. Four-skills American English course with a communicative methodology, engaging texts, and a strong pronunciation syllabus - designed to get students speaking. With texts and topics that make learners want to speak, American English File is the course that gets students talking. It gives you full skills coverage with a clear focus on pronunciation, plus wide-ranging support and resources too. Resources include Test Generator CD-ROMs, DVDs, Multi-ROMs, and websites. The highly popular teacher's site has extra lesson ideas and resources for you to download. Exercises and activities that complement the Market Leader course book. Includes answer key and audio CD. The 3rd edition of this ever popular course combines some fantastic new materials with all the features that have made this course a bestseller. Market Leader Practice File with key offers a wide variety of practice and review exercises and covers all of the language areas studied in the unit. With audio CD including all the audio material of the workbook. This five-level course uses authoritative, authentic sources to explore topical business issues and builds the professional standard of language needed to communicate in the modern world of business. This gives extra practice in the areas of grammar and vocabulary, together with a complete syllabus in business writing Students work with text models and useful language, then do a writing task to consolidate the learning Provides regular self-study pronunciation work with audio CDs or cassettes and exercises The Model Rules of Professional Conduct provides an up-to-date resource for information on legal ethics. Federal, state and local courts in all jurisdictions look to the Rules for guidance in solving lawyer malpractice cases, disciplinary actions, disqualification issues, sanctions questions and much more. In this volume, black-letter Rules of Professional Conduct are followed by numbered Comments that explain each Rule's purpose and provide suggestions for its practical application. The Rules will help you identify proper conduct in a variety of given situations, review those instances where discretionary action is possible, and define the nature of the relationship between you and your clients, colleagues and the courts. This book is a valuable resource for information on things to consider before and during the process of buying, selling, closing, and merging a law practice. The guide provides advice and tips on: the advantages of buying and selling a law practice; the ethical aspects of acquiring a law practice; valuation of a law firm; tax consequences of retiring a partner's interest in a law firm taxed as a partnership; merging law firms; selling a niche practice; business responsibilities in closing a law practice; the ethical aspects of winding down a law practice; file preservation; and ending client and employee relationships. The guide includes handy checklists, forms, and sample letters as well as several Rules from the ABA's Model Rules of Professional Conduct. The Market Leader Practice File is the perfect way to extend the Market Leader course. It has extra grammar practice and a complete syllabus of business writing.

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