

PARALEGAL COMPASS

Volume 2 • January 2016



Words of Wisdom

FROM PARALEGAL GRADUATE
JORDAN NIEUWHOF

"Dedicate 100% of your effort to succeeding. You must set aside a few hours each day for study time. Learn new material, but also review past material to keep it fresh in your mind. Doing so will make preparing for your exams much easier.

The volume of work can make assignments seem tedious and unrewarding. Try to make each assignment a challenge by creating a goal and working toward it. You'll find the work more satisfying, and earn better grades.

Finally, establish a strong support network. Beside friends and family, my teachers were my strongest supporters, and I credit much of my success to them. Meet your teachers and learn about them, as they will draw your pathway to success."



4 Strategies for Passing Your P1 Paralegal Licensing Exam

In an open book exam, effective time management is one of the most critical components of success, and can make or break your mark. Here are 4 helpful tips:

1. Have a plan and stick to it: On an exam, timing is everything and you must allot your time carefully to avoid rushing through questions or skipping them altogether. You will gain time on some questions and lose time on others, but setting specific goals and checkpoints will help to keep you disciplined in moving forward.

[\[continued on page 2\]](#)



2 Useful Online Resources for Paralegal Students



3 Paralegal Salary Facts and Success Tips



4 Quotes and Inspiration for Paralegals



4 Strategies for Passing Your P1 Paralegal Licensing Exam (cont.)

2. Prepare your summaries: Summaries are the key to success in an open book exam because they will help you find information efficiently. Organize your summary by tabs, colour-coding, theme, or a table of contents. Try to finish your summaries a week before the exam to give yourself enough time to practise finding material within them.

3. Know when to move on: Hit a difficult question, and time is ticking with no sign of progress? Mark an “x” beside it and come back to it at the end. Wrestling at length with every tough question will mean you run out of time and miss out on questions that you could have answered correctly.

4. Let it rest: Although you will be tempted to dissect the exam with classmates afterwards, resist the urge. You will only create additional stress over things you may have missed. Instead, relax and be confident.



Online Resources for Paralegals

INFORMATION AND GUIDANCE

emondexamprep.ca/topics/blog
lsuc.on.ca/licensingprocessparalegal
ontarioparalegalassociation.com
paralegalscope.com
online-paralegal-programs.com
lawstudents.ca/forums/forum/47-paralegals

PARALEGAL FACEBOOK GROUPS

facebook.com/groups/ParalegalsConnect
facebook.com/groups/ParalegalCorner
facebook.com/groups/ParalegalNetwork

PARALEGAL LINKEDIN GROUPS

Ontario Paralegal Network: goo.gl/CBww3z
Ontario Paralegal Association: goo.gl/qZvfmy

GOVERNMENT RESOURCES

canlii.org/en
ontario.ca/laws

Free Legal Glossary

Appellant: A person who appeals a decision of a government official, a tribunal, or a court.

Ex Parte Motion: A motion made without notice to other parties.

Mens Rea Offence: An offence for which the prosecution must prove that the defendant committed the illegal act and had a guilty mind (i.e., the knowledge, intent, or willingness to commit the act).

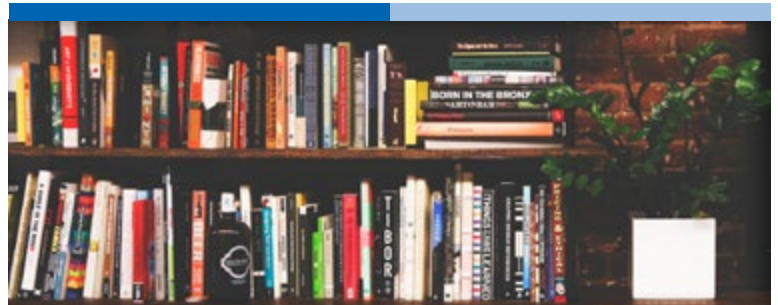
Onus: The burden of responsibility or proof.

Surety: A person who agrees to be responsible for the defendant's appearance in court.

Voir Dire: A mini trial, or trial within a trial, that is designed to determine the admissibility of evidence in the absence of the trier of fact.

Viva Voce Evidence: Oral evidence.

VISIT EMOND.CA/LEGALGLOSSARY FOR THE COMPLETE LEGAL GLOSSARY



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Common Grammar Mistakes Even Smart People Make

BY CHRISTINA DESMARAIS (EXCERPT FROM INC.COM)

How well you use words can make a lasting impression on clients. Wield those words skillfully and you may be perceived as intelligent, persuasive, and funny. But even one grammatical slip can have the opposite effect. For example:

Alot and a lot: Fortunately spellcheck catches this one most of the time, but know this: If you're trying to say you have an abundance of something there should be a space in "a lot."

Loose and lose: The first one means your dog escaped his kennel, your change is clinking in your pocket, or your clothes are too big. "Lose" is what happened to you when you can't find your keys, you have to settle a bet, or were beat in a game.

Impact, affect, and effect: Once upon a time, "impact" was used strictly as a noun (e.g. "that judgment made a real impact"). Today, however, it is often incorrectly used as a verb in place of "affect." But what is the difference between "affect" and "effect"? "Affect" is a verb that means to do something that causes an "effect," which is noun. Just think of the "a" in "affect" also is used in "action," which is what verbs do.

Bring and take: When using these words as commands, think in terms of direction. People bring things toward you and take things away from you. Correct examples: "Please bring your report to my office;" and "Please take this report to the receptionist."

SALARY FACTS

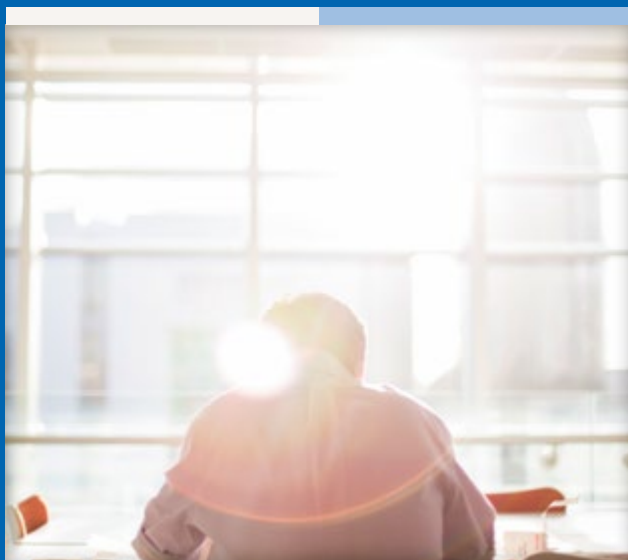


The average paralegal earns between \$31,234 and \$71,512 annually, with a median salary of \$50,108. Want to reach the upper half of that scale? Consider working in a large corporate firm or finding a government position. Both are associated with higher salaries in the long term. payscale.com/research/ca/job=paralegal/salary

CAREER ADVICE



In Ontario, competition for paralegal positions is stiff, and to be successful you have to "dress for the part, walk the walk and talk the talk," according to Judi Simms, president of the Paralegal Society of Canada. So shine your shoes, stand straight, and practise your firm handshake. [Full article: goo.gl/KXBgYC](https://goo.gl/KXBgYC)



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ARTICLES, PRACTICE EXAMS, AND PREP COURSES

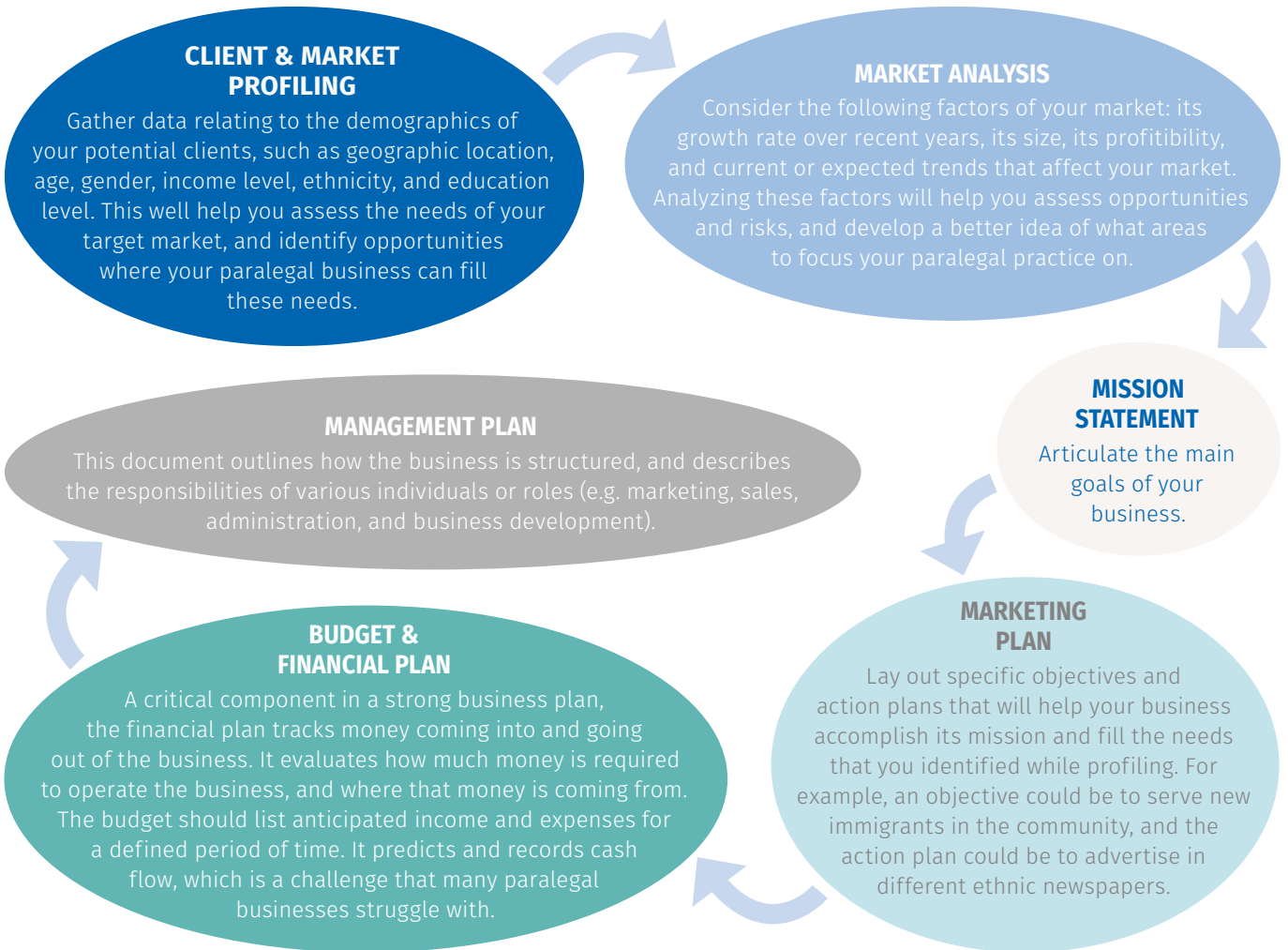
The LSUC P1 Licensing Exam is an open-book, 7-hour exam consisting of 240 multiple-choice questions. To prepare, you must study 750 pages of material and be ready to answer challenging substantive and ethical questions. Emond Exam Prep offers materials and programs to help you pass your licensing exam, including:

- **90-question practice exam** with subject performance analytics, correct answers, and detailed explanations.
- **17-hour online preparation course** with tips, advice, and substantive lectures on paralegal competencies.
- **Exam preparation blog** with helpful tips and articles.



Creating a Business Plan for your Paralegal Practice

A BUSINESS PLAN CONTAINS A SUMMARY OF A BUSINESS'S OPERATIONAL AND FINANCIAL OBJECTIVES, WITH DETAILED PLANS AND BUDGETS THAT EXPLAIN HOW THE PLAN WILL BE ACHIEVED. THINK OF IT AS THE ARCHITECTURE BEHIND YOUR BUSINESS: IT MUST BE EXPERTLY ENGINEERED.



Adapted from Rebecca Bromwich, *Small Business and Practice Management for Paralegals* (Toronto: Emond Montgomery Publications, 2010)

Have Something to Share?

Students, instructors, and graduates are invited to submit their advice, story, or article for an opportunity to be featured in *Paralegal Compass* or on the Emond Exam Prep Blog. Contributors will be credited and compensated for material that is selected for use.

Submit your article to emondexamprep@emond.ca

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Inspiration

"There is no greater challenge than to have someone relying upon you; no greater satisfaction than to vindicate his expectation."

– Kingman Brewster

"The most difficult thing is the decision to act; the rest is merely tenacity. The fears are paper tigers. You can do anything you decide to do. You can act to change and control your life; and the procedure, the process is its own reward."

– Amelia Earhart