

# PARALEGAL COMPASS

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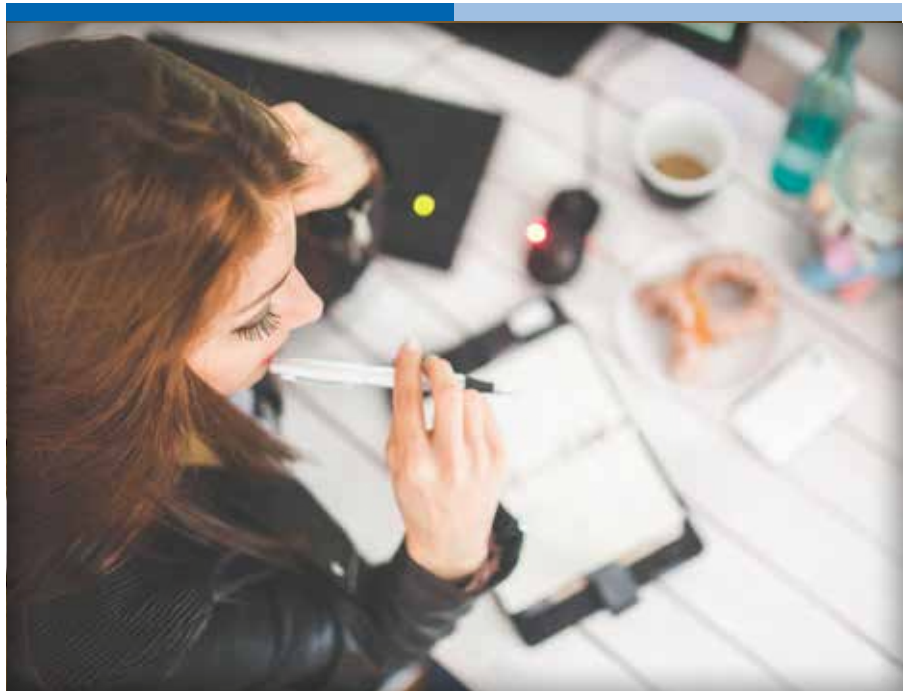


## Words of Wisdom

### TIPS FOR SUCCESS IN YOUR PARALEGAL PROGRAM

*"This program is the first step to an entire career in the legal field. Study hard to get the best grades you can, but also try to retain what you are learning and make time to network with instructors and other students. These connections will help you get ahead in the real world, and will hone your networking skills, a valuable asset in the workplace."*

*"Don't hold yourself back. Sit in the front row in class, raise your hand to answer questions, and have the confidence to ask for clarification if something doesn't make sense. Intelligence and curiosity go hand in hand, and they require courage. Your instructor will respect your enthusiasm, and your classmates will appreciate that you voice the questions they are too shy to ask."*



## 7 Ways to Zap Stress and Be Productive

- 1. Prioritize and re-prioritize:** Use lists and notes to relieve memory stress, prioritize, and mark down ideas. Tasks seem less overwhelming on paper than when they're competing for mental space.
- 2. Choose one task and finish it:** Select one item from your list and focus until you complete it, even if you have to break one large item down into smaller, more achievable steps. Seeing progress will motivate you to continue being productive.
- 3. Nurture yourself:** Stretch frequently, breath deeply, drink enough water, and eat healthy snacks. Go for a walk to get fresh air at lunch, and listen to some music or a podcast while you work. Remember that life is good. [\[continued on page 2\]](#)



**2** Useful Online  
Resources for  
Paralegal Students



**3** Email Etiquette Rules  
for Legal Professionals



**4** Legal Job  
Interviewing Tips



## 7 Ways to Zap Stress (cont.)

- 4. **Curate your workspace:** Clear desk, clear mind. The next time you are struggling to focus, step away from the screen and devote some time to de-cluttering. Cultivate a minimalist workspace, with lots of open desk space, bright lighting, and as few stacks of paper as possible.
- 5. **Establish routines and systems:** Create a schedule for each day (or week) to establish consistency. Schedule certain types of tasks at the same time each day, or on the same day each week.
- 6. **Leave work at work:** It is important to draw lines between your time at work and your personal time. Taking time to mentally refresh yourself and do things you enjoy will actually help you function better at work.
- 7. **Take a step back:** Remember that you will get through this. You've felt stressed and overwhelmed before in your life, but you've always pulled through. You'll get through it now. Use positive self-talk to re-affirm this.



## Online Resources for Paralegals

### INFORMATION AND GUIDANCE

[emondxamprep.ca/topics/blog](http://emondxamprep.ca/topics/blog)  
[lsuc.on.ca/licensingprocessparalegal](http://lsuc.on.ca/licensingprocessparalegal)  
[ontarioparalegalassociation.com](http://ontarioparalegalassociation.com)  
[paralegalscope.com](http://paralegalscope.com)  
[online-paralegal-programs.com](http://online-paralegal-programs.com)  
[lawstudents.ca/forums/forum/47-paralegals](http://lawstudents.ca/forums/forum/47-paralegals)

### PARALEGAL FACEBOOK GROUPS

[facebook.com/groups/ParalegalsConnect](https://facebook.com/groups/ParalegalsConnect)  
[facebook.com/groups/ParalegalCorner](https://facebook.com/groups/ParalegalCorner)  
[facebook.com/groups/ParalegalNetwork](https://facebook.com/groups/ParalegalNetwork)

### PARALEGAL LINKEDIN GROUPS

Paralegal Student Network: [goo.gl/X10024](https://goo.gl/X10024)  
 Ontario Paralegal Association: [goo.gl/qZvfmy](https://goo.gl/qZvfmy)

### GOVERNMENT RESOURCES

[canlii.org/en](http://canlii.org/en)  
[ontario.ca/laws](http://ontario.ca/laws)

## Free Legal Glossary

**Absolute Discharge:** when the accused is found guilty of an offence but is discharged without a probation order or conditions, and no conviction results.

**Bench Warrant:** A warrant issued by the court.

**Commission:** Execution of an act that causes harm.

**Denunciation:** A sentencing principle that is aimed at condemning or demonstrating disapproval of an offence committed or of the conduct of an offender.

**Estreatment:** Proceeding an application brought by the Crown to collect the money promised by a surety when the accused breaches a condition or conditions of bail.

**Habeas Corpus:** A Latin term for the accused's right to be brought before a judge.

VISIT [EMOND.CA/LEGALGLOSSARY](http://EMOND.CA/LEGALGLOSSARY) FOR THE COMPLETE LEGAL GLOSSARY



## Enjoy a Coffee On Us!

### TAKE A SHORT SURVEY TO RECEIVE A \$5 STARBUCKS CARD

Emond wants to know about your experiences and preferences finding, buying, and using textbooks in your Paralegal program. Complete our brief survey online to receive a \$5 Starbucks gift card. Don't miss out—only 500 survey submissions will be accepted.

**SURVEY LINK: [HTTPS://GOO.GL/GU9OCO](https://goo.gl/GU9OCO)**

Survey will become unavailable once the maximum number of submissions has been reached.



# Email Etiquette Rules for Legal Professionals

[EMOND.CA/WILE](http://EMOND.CA/WILE)

- 1. Quality content:** Use proper spelling, grammar, and punctuation, and maintain a professional tone. Do not use abbreviations or emoticons. Proofread your email carefully.
- 2. Nice presentation:** Use paragraphs, and DO NOT WRITE IN CAPITALS because capitals imply that you are yelling.
- 3. Good manners:** Properly address ("Dear Ms. Jones"; or "Hi Sally") and sign ("Regards"; or "Sincerely") every email. Use "Please" and "Thank you" when appropriate.
- 4. Attention to detail:** Be concise and to the point, but ensure that you respond to all inquiries within the email.
- 5. Simplicity:** Avoid using long sentences, and use an active rather than a passive voice.
- 6. Speed:** Respond promptly. The longer you keep a prospect waiting, the more likely they are to look elsewhere.
- 7. Discretion:** When you receive junk or spam mail, do not reply to it. Instead, flag it as spam and delete it. Do not forward chain or joke emails.
- 8. Confidentiality:** Do not use email to discuss confidential information.
- 9. Caution:** Use "Reply to All" carefully.
- 10. No spamming:** Do not attach unnecessary files.

*Adapted from Diana Collis and Cynthia Forget, Working in a Legal Environment, 2nd Ed. (Toronto: Emond Montgomery Publications, 2011)*

## ACTIVE LISTENING



Active listening is a key client interviewing skill that involves showing sincere interest in what is being said. Face the speaker, make eye contact, ignore distractions, do not interrupt, and focus on what is being said. Interject comments such as "I see," "mmm," or "uh huh" occasionally. Keep an open mind, and avoid judging or criticizing.

Full book: [emond.ca/wile](http://emond.ca/wile)

## EFFECTIVE ADVOCACY



Advocacy is the ability to effectively argue your position to a court or board. One of the best ways to learn effective advocacy is to observe advocates in action. Attend a court or board proceeding, and make a point of approaching court staff and parties involved—you'll be surprised by how friendly they are.

Full book: [emond.ca/wile](http://emond.ca/wile)



## EmondExamPrep.ca

### ARTICLES, PRACTICE EXAMS, AND PREP COURSES

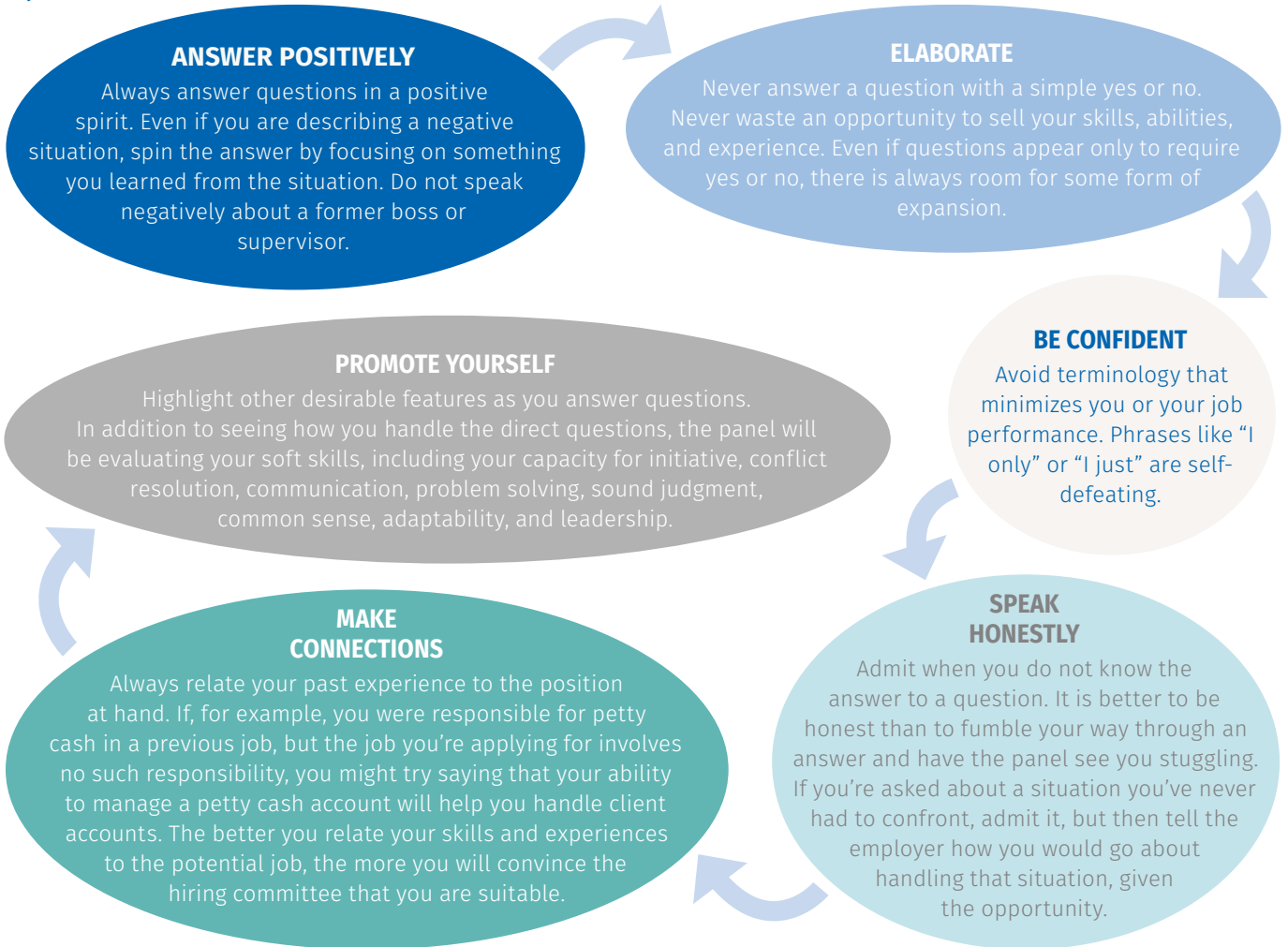
The LSUC P1 Licensing Exam is an open-book, 7-hour exam consisting of 240 multiple-choice questions. To prepare, you must study 750 pages of material and be ready to answer challenging substantive and ethical questions. Emond Exam Prep offers materials and programs to help you pass your licensing exam,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

- **170-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.

- P** BE POSITIVE
- E** ELABORATE
- C** BE CONFIDENT
- H** BE HONEST
- M** MAKE CONNECTIONS
- S** SELF-PROMOTE

# Legal Job Interviewing Tips

THE KEY TO PERFORMING WELL IN A LEGAL JOB INTERVIEW IS TO VIEW EACH QUESTION AS AN OPPORTUNITY TO DELIVER AN INFORMATIVE AND POSITIVE ANSWER. REMEMBER THAT AN INTERVIEW IS NOT A ONE-WAY STREET. IT IS ALSO YOUR OPPORTUNITY TO LEARN MORE ABOUT THE POSITION AND WHETHER IT WILL SUIT YOU, AND MEET YOUR EXPECTATIONS.



Adapted from Diana Collis and Cynthia Forget, *Working in a Legal Environment*, 2nd Ed. (Toronto: Emond Montgomery Publications, 2011)

## 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](mailto:emondexamprep@emond.ca)

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## Inspiration

*"Education is the most powerful weapon which you can use to change the world."*

– Nelson Mandela

*"There is no end to education. It is not that you read a book, pass an examination, and finish with education. The whole of life, from the moment you are born to the moment you die, is a process of learning."*

– Jiddu Krishnamurti