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CLA/CP Exam Secrets Study Guide: CLA/CP Test Review for the Certified Legal Assistant & Certified Paralegal Exam

CLA/CP Exam Secrets Test Prep Team

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*****Includes Practice Test Questions*****

Get the test prep help you need to be successful on the Certified Legal Assistant (CLA) & Certified Paralegal (CP) test.

The CLA/CP exam is extremely challenging and thorough test preparation is essential for success. ***CLA/CP Exam Secrets Study Guide*** is the ideal prep solution for anyone who wants to pass the CLA/CP exam.

Not only does it provide a comprehensive guide to the CLA/CP exam as a whole, it also provides practice test questions as well as detailed explanations of each answer.

CLA/CP Exam Secrets Study Guide includes:

- An in-depth overview of the Certified Legal Assistant and Certified Paralegal Exam
- A detailed look at communications
- A thorough examination of ethics
- A complete study of legal research
- An extensive review of judgment and analytical ability
- A breakdown of substantive law
- Comprehensive practice questions with detailed answer explanations

It's filled with the critical information you'll need in order to do well on the test the concepts, procedures, principles, and vocabulary that the National Association of Legal Assistants (NALA) expects you to have mastered before sitting for the exam.

The Communications section covers:

- Word usage and vocabulary
- Grammar and punctuation
- Writing skills
- Nonverbal communication
- Interviewing and client communication
- Latin terms
- Legal terms

The Ethics section covers:

- Ethical responsibilities
- Client and public contact
- Attorney codes and discipline
- Ethical standards

The Legal Research section covers:

- Sources of law
- Legal rules
- Research Skills

The Judgment and Analytical Ability section covers:

- Comprehension of data
- Application of knowledge
- Evaluating and categorizing data
- Organizing data and findings

The Substantive Law section covers:

- Administrative law
- Bankruptcy law
- Business organizations
- Civil litigation
- Contracts
- Criminal law and procedure
- Estate planning and probate
- Family law
- Real estate

These sections are full of specific and detailed information that will be key to passing the CLA/CP exam. Concepts and principles aren't simply named or described in passing, but are explained in detail. The guide is laid out in a logical and organized fashion so that one section naturally flows from the one preceding it. Because it's written with an eye for both technical accuracy and accessibility, you will not have to worry about getting lost in dense academic language.

Any test prep guide is only as good as its practice questions and answers, and that's another area where our guide stands out. Our test designers have provided scores of test questions that will prepare you for what to expect on the actual CLA/CP exam. Each answer is explained in depth, in order to make the principles and reasoning behind it crystal clear.

We've helped thousands of people pass standardized tests and achieve their education and career goals. We've done this by setting high standards for our test preparation guides, and our ***CLA/CP Exam Secrets Study Guide*** is no exception. It's an excellent investment in your future.

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