

PACE Flashcard Study System PACE Test Practice Questions & Review for the Paralegal Advanced Competency Exam Cards



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BOOK SYNOPSIS

PACE Secrets helps you ace the Paralegal Advanced Competency Exam, without weeks and months of endless studying. Our comprehensive PACE Secrets study guide is written by our exam experts, who painstakingly researched every topic and concept that you need to know to ace your test. Our original research reveals specific weaknesses that you can exploit to increase your exam score more than you've ever imagined. PACE Secrets includes: The 5 Secret Keys to PACE Success: Time is Your Greatest Enemy, Guessing is Not Guesswork, Practice Smarter, Not Harder, Prepare, Don't Procrastinate, Test Yourself; A comprehensive General Strategy review including: Make Predictions, Answer the Question, Benchmark, Valid Information, Avoid Fact Traps, Milk the Question, The Trap of Familiarity, Eliminate Answers, Tough Questions, Brainstorm, Read Carefully, Face Value, Prefixes, Hedge Phrases, Switchback Words, New Information, Time Management, Contextual Clues, Don't Panic, Pace Yourself, Answer Selection, Check Your Work, Beware of Directly Quoted Answers, Slang, Extreme Statements, Answer Choice Families; A comprehensive content review including: Conflicts of Interest, The Tickler System, Docket Control, Interviewing Prospective Clients, Steps in Legal Analysis, Expert Witnesses, Sole Proprietorship, Partnership, Case Management, Types of Legal Documents, Client Legal Matters, Types of Discovery, Types of Legal Authorities, Communication Skills, Docket Control System, Administration, Basic Steps of Legal Writing, Principles of Applying Past Laws, Briefs, Effective Filing Systems, Proper Use of Language, Basic Responsibilities, Physician-Patient Privilege, Attorney Work Product, Authorizations and Releases, Billing Systems, Managing Workflow, Professionalism, Closing Statement, Bench Trial, Impeachment, Limited Liability Company, Court Decisions, Proofreading, Statutes, Jurisdiction, Literal Interpretation, Intrinsic Factors, Standing, Legal Capacity, and much more...

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