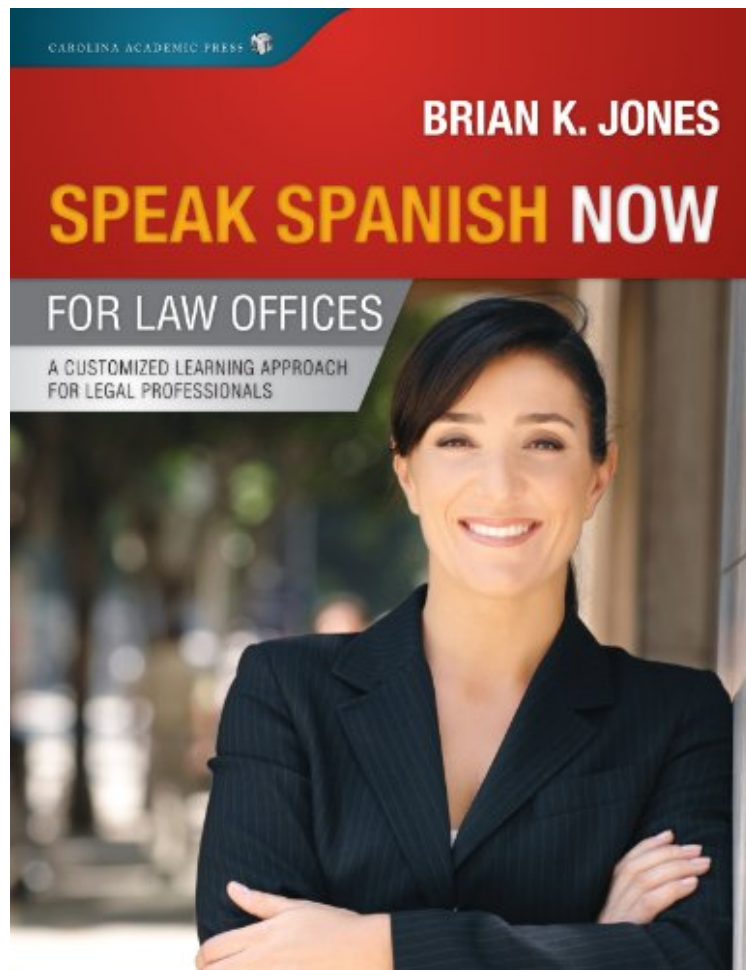


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## Speak Spanish Now for Law Offices: A Customized Learning Approach for Legal Professionals

*Brian K. Jones*

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**Brian K. Jones : Speak Spanish Now for Law Offices: A Customized Learning Approach for Legal Professionals** before purchasing it in order to gauge whether or not it would be worth my time, and all praised Speak Spanish Now for Law Offices: A Customized Learning Approach for Legal Professionals:

The purpose of this text is to assist those in the legal profession with effective, immediate communication with Spanish-speaking persons. Therefore, this book's approach is to teach straightforward, oral communication that requires the learner to verbally produce while relying little on listening skills. It is intended primarily as one-way communication and does not require the learning of grammar or the development of written communication. However,

certain anticipated responses have been included for you. Even if the speaker does not use the exact answer, you will be able to recognize fragments and then take control of the conversation. Upon successfully mastering the phrases of the text, the learner will be able to manage situations they commonly encounter on a daily basis, give instructions and commands, ascertain personal information and interact with Spanish-speaking persons in a culturally appropriate manner. This text has been designed to promote communication in Spanish for legal professionals, with primary focus on the functions of paralegals/legal assistants. However, other legal professionals such as attorneys and legal secretaries, just to name a few, will find this text practical. Since not all sections of the text may be specific to your job duties, the text allows you to pick and choose what you will learn and concentrate on those areas that are most beneficial to you and your respective position. The pages have been perforated so you can easily remove sections you will not use in order to customize the book or make the most used pages more portable. Includes a CD with phrases spoken in English and Spanish.

About the Author Brian Jones, an instructor at Cape Fear Community College in North Carolina, has over fourteen years of experience teaching Spanish at the college level. He is also a state-certified court interpreter and has worked with immigration attorneys, criminal defense lawyers and civil litigation attorneys on a number of successful translation and interpreting projects.