



LEGAL SECRETARIES, INCORPORATED
CALIFORNIA CERTIFIED LEGAL SECRETARY
WORKSHOP REGISTRATION FORM

“Ability to Communicate Effectively”

Third Quarterly Conference, February 24-26, 2012
Hilton Concord Hotel, Concord, CA

Saturday, February 25, 2012, 7:30-8:30 a.m.

Speaker: Terrie Quinton, CCLS

Cost: \$5.00 for LSI members/\$10.00 for non-LSI members

Affect v. Effect. Who v. Whom. Comma vs. Semicolon. No, these are not recently filed lawsuits – they are some of the battles that are faced in the Ability to Communicate Effectively section of the CCLS exam. Even hours spent reading the Gregg Reference Manual do not always solve the mysteries of proper punctuation, grammar, and spelling. This workshop will help you navigate your way through the English language, including all of its exceptions to the exceptions. Join us for tips and tricks to passing the Ability to Communicate Effectively section of the CCLS Exam.

REGISTRATION DEADLINE: February 20, 2012

Name: _____ Email: _____

Address/City/State: _____

Phone (Work): _____ Local Assn.: _____ LPA/LSA

Please make check payable to LSI. Mail registration to Terrie Quinton, CCLS, c/o Duckor Spradling Metzger & Wynne, 3043 4th Ave., San Diego, CA 92103, and email registration to quinton@dsmwlaw.com.

CCLS CREDIT (SECRETARIAL SCIENCE - NOT UNIQUELY LEGAL) WILL BE GIVEN FOR THIS WORKSHOP