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Ann Cheyne is a freelance lecturer in training courses for legal secretaries. She previously worked in the law for many years: in solicitors' offices dealing with everything from general clerical work through to being a secretary, fee earner, researcher and manager.

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The Legal Secretary's Guide by Anne Cheyne This practical and comprehensive guide for legal secretaries will enable them to approach their work with increased confidence. A good legal secretary is one of the most valuable assets in any legal office.

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