

## Course Description for Better Punctuation for Lawyers

---

Participants take a diagnostic 61-question punctuation quiz in which they're asked to select the correct answer from two possibilities. The quiz will test your knowledge of the conventions regarding commas, colons, quotation marks, semicolons, and other punctuation marks—focusing on the principles that are followed in the highest echelons of edited English. Professor Bryan A. Garner takes you through each item in the quiz, explaining the rule that leads to the correct answer in a way that reinforces your knowledge of punctuation. If you're uncertain in the beginning, Professor Garner will immediately show you how to achieve a greater command of punctuation in short order; if you're skilled, you'll undoubtedly discover some new refinements—and have fun doing it. The course materials include a complete restatement of the principles of punctuation, showing all the rules that govern English usage.

Professor Garner is not only the acclaimed author of *The Redbook: A Manual on Legal Style* (which elucidates all the rules of English punctuation), but he is also regarded as one of the most accomplished grammarians of the English language, being the author of *Garner's Modern English Usage* and of Chapter 5 ("Grammar and Usage") of *The Chicago Manual of Style*.

### Seminar Specifications

---

Seminar Length	60 minutes (total video length)
License Window	30 days from date of license purchase.
Production Date	January 19, 2011; Full review: November 30, 2020
Seminar Format	Print out Punctuation Test (course materials PDF) Complete the test and then continue on to the seminar videos.

<p>Seminar Content Tree</p> <p>(seminar module)</p>	<ul style="list-style-type: none"> <li>• Directions</li> <li>• Punctuation Test (PDF)</li> <li>• Punctuation 1-1-3 (video Part 1 of 3)</li> <li>• Quiz 1</li> <li>• Punctuation 1-2-3 (video Part 2 of 3)</li> <li>• Quiz 2</li> <li>• Punctuation 1-3-3 (video Part 3 of 3)</li> <li>• Final Quiz</li> <li>• Code Word</li> <li>• Evaluation</li> <li>• Restatement of Punctuation (PDF)</li> <li>• Answer Key (PDF)</li> </ul>
<p>CLE State Approvals</p>	<p><b>California:</b> Please send your California Bar number, seminar-completion date, seminar name, and code word to <a href="mailto:info@lawprose.org">info@lawprose.org</a> to receive a California CLE Certificate from LawProse.</p> <p><b>Texas:</b> Please send your Texas Bar number, seminar-completion date, seminar name, and code word to <a href="mailto:info@lawprose.org">info@lawprose.org</a>. LawProse will report your CLE credit directly to the Texas Bar.</p>

## Questions

---

Please see our [Step-by-Step guide](#) on the Self-Paced Online Seminar page for help in (1) creating an account on our e-learning site, (2) registering for a self-paced online seminar, (3) registering additional viewers, (4) accessing the course materials and seminars, or (5) accessing completion certificates.

## Multiple licenses—which one do you need?

---

Depending on if you're watching by yourself or with a group, we have the right license for you.



You'll need a primary license to access the seminar. You can buy the additional licenses for your colleagues in your account in a separate transaction. Each self-paced online seminar has its additional-viewer license tuition listed.

If you're watching in a seminar in multiple locations, each location needs a primary license (that covers one person there) and then additional-viewer licenses for everyone joining to watch *with* the primary-license holder in that location.

Have questions? Ask us: [info@lawprose.org](mailto:info@lawprose.org).

### An important note from Bryan A. Garner

I'm excited to be a part of your legal-writing education, but before you start your program, we have a few legal bits to cover:

#### **Terms of use**

- You're receiving this course-material packet for purchasing the appropriate license for the seminar.
- You, and only you, are allowed to use this course-material packet, its contents and associated contents, for your personal use.
- You're allowed unrestricted access to print, backup, copy, and use this course-material packet—again, for your personal use.

#### **Limited-Use License**

- Unless LawProse grants explicit permission in writing, you cannot distribute this course-material packet, or its contents and associated contents, to anybody else, whether offline or online. This prohibition, of course, includes modifying the source file and then distributing it.
- Unless LawProse grants explicit permission in writing, resale of the work within this course-material packet, or any portion of it is prohibited. Online or other republication of any of its contents is prohibited.

Violation of this License may result in immediate termination of your seminar license and may result in legal action for injunction, damages, or both.

Thank you for continuing the LawProse tradition of the rules we all learned in kindergarten: (1) say “please” and “thank you,” (2) everything nice and neat, and (3) be a good person and follow the Honor Code.

Best wishes,  
Bryan A. Garner