

# Tusker

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Dear Legal Program Instructor:

### **Legal Keys: Keyboarding Drills & Terminology, 5th Edition: What's New?**

Besides general content updating to reflect legislation changes, the following outlines what's new in **Legal Keys: Keyboarding Drills & Terminology, 5<sup>th</sup> Edition**.

#### **NEW! 100 Additional Timings**

100 free, downloadable, 1-page Additional Timings are available to students through the Tusker International (Creative Works) Ltd. website ([www.tusker-international.com](http://www.tusker-international.com)).

Following the 5/10-minute Timings in each unit of **Legal Keys: Keyboarding Drills & Terminology, 5<sup>th</sup> Edition** students are directed to the 12+ Additional Timings that are relevant to the unit. The text provides the website address and password to access the timings.

The Additional Timings have difficulty ratings:

- ◆ - Easy Timings
- ◆◆ - Intermediate Timings
- ◆◆◆ - Advanced Timings.

Each unit has Additional Timings in each of the above categories.

**Why the change?** We recognized the need of students to have more keyboarding practice; however, adding 50 pages to **Legal Keys: Keyboarding Drills & Terminology, 5<sup>th</sup> Edition** was not an option. The solution was to give students access to the Additional Timings via our website. The Additional Timings gave us an opportunity to introduce students to even more legal topics as well as reinforce the topics covered in the unit.

A detailed list of the Additional Timings topics is on the back cover of the text.

#### **NEW! Step-by-Step Keyboarding Tips & Timing Record Sheet**

Pages xiii – xvi of **Legal Keys: Keyboarding Drills & Terminology, 5<sup>th</sup> Edition** comprise step-by-step Timings Tips and Keyboarding Production Tips in the section titled Speed & Accuracy Building. On page 329 there is a Timing Record Sheet for students to use or copy. This Record Sheet is also available for downloading from the Tusker International (Creative Works) Ltd. website ([www.tusker-international.com](http://www.tusker-international.com)).

**Why the change?** We recognized the need for students to have a simple step-by-step approach to keyboarding speed and accuracy building, especially with so many students studying outside of a classroom setting.

### **NEW! More Gender-Inclusive Language**

All units of **Legal Keys: Keyboarding Drills & Terminology, 5th Edition** have been edited, wherever possible within the current boundaries set by the legal profession, to reflect gender-inclusive language.

While there is still some gender-specific language (such as the pronouns *she/he/hers/his*) in the Production Exercises, many of the Drills and Timings have been edited in order to be more inclusive.

**Why the change?** We recognized the on-going need for students to be exposed to gender-inclusive language. The legal profession attempts to meet the needs of clients regarding language preferences; however, there are certain limitations. Most lawyers are cognizant of ensuring that the usage of gender-inclusive personal pronouns such as *they* (plural) in place of *he* or *she* (singular) does not detract from the intended meaning of, or references within, legal documents.

### **NEW! Flexible Course Length**

**Legal Keys: Keyboarding Drills & Terminology, 5th Edition** addresses two issues facing many instructors:

1. The keen or advanced student who gets bored unless challenged.
2. A text that may be used for a variety of course lengths.

With the addition of 100 Additional Timings, **Legal Keys: Keyboarding Drills & Terminology, 5th Edition** now offers instructors the flexibility they need.

For keen or advanced students, you have plenty of challenging keyboarding material for them to enhance their skills.

**Legal Keys: Keyboarding Drills & Terminology, 5th Edition** may be used for course lengths ranging from approximately **60** hours to well over **120** hours, depending upon how many of the Production Exercises and Additional Timings you choose to have your students complete.

If you have any questions, please do not hesitate to contact us. We hope you and your students will enjoy this new 5<sup>th</sup> Edition of **Legal Keys: Keyboarding Drills & Terminology**.

With kind regards,

D C Mason

Douglas C. Mason, President

## **Specific Changes**

### **Preliminary Pages**

Extensively edited Introduction, Organization, and Speed & Accuracy Building sections

Reorganized: Speed & Accuracy Building section (pages xiii to xvi) now comprises Timings Tips and Keyboarding Production Tips presented in a step-by-step manner

### **Unit 1: Our Legal System**

- Page 5, Sentence Practice: Removal of citation punctuation (#2); reworded to fix gender-specific language (#4); minor rewording (#11)
- Page 7, Timing 2: Removal of citation punctuation; reworded to fix gender-specific language
- Page 8, Timing 4: Removal of citation punctuation; year updated
- Page 9, Paragraphs 1 and 2: Addition of "territorial"
- Page 9, Paragraph 3: Reworded
- Page 10, Paragraph 4: Capitalization change
- Page 11, Paragraph 6: Removal of gender-specific language
- Page 12, Timing 2: Removal of gender-specific language
- Page 14, Timing 3: Removal of citation punctuation; wording updates
- Page 15, Comprehension 3: Citation punctuation changed (#11)
- Page 19, Timing 2: Removal of citation punctuation; wording updates
- Page 20, Timing 3: Wording updates; reworded to fix gender-specific language
- Page 23, Additional Timings: Table listing Additional Timings relevant to Unit 1
- Page 23, Production Exercise 2: Removal of gender-specific language
- Page 25, Production Exercise 3: Extensively updated to remove citation punctuation; year updated; updated explanation of neutral citations; addition of square and round bracket use in citations

## Unit 2: Working in a Law Firm

- Page 35, Timing 2: Reworded to fix gender-specific language
- Page 36, Timing 5: Reworded
- Page 37, Sentence Practice: Reworded (#3, #5, #7, #10, and #12) to update content and ensure gender inclusivity
- Page 39, Timing 2: Reworded
- Page 40, Timing 3: Updated to include terminology used in *Divorce Act 2021* amendment
- Page 42, Paragraph 1: Reworded
- Page 43, Paragraph 2: Reworded to remove gender-specific language
- Page 46, Paragraph 4: Reworded
- Page 46, Paragraph 5: Reworded to fix gender-specific language
- Page 48, Timing 1: Reworded to update content and ensure gender inclusivity
- Page 49, Timing 2: Reworded to update content and refer to use of non-gender-specific titles
- Page 51, Timing 3: Word change
- Page 52, Comprehension 3: Reworded to remove gender-specific language (#8 and #10)
- Page 57, Timing 2: Reworded to fix gender-specific language
- Page 59, Timing 3: Reworded
- Page 60, Additional Timings: Table listing Additional Timings relevant to Unit 2
- Page 62, Production Exercise 1: Definition of *ex officio* updated to fix gender-specific language
- Page 73, Production Exercise 5, Body, Caution note: "typing" replaced with "keying"

### **Unit 3: Civil Law & Litigation**

- Page 81, Sentence Practice: \$ figure updated (#3)
- Page 82, Timing 1: Reworded to fix gender-specific language
- Page 85, Timing 4: Reworded to fix gender-specific language
- Page 86, Paragraph 1: Reworded to fix gender-specific language
- Page 88, Paragraph 4: Reworded; additional words italicized
- Page 90, Paragraph 6: Reworded to update content flow and fix gender-specific language
- Page 91, Timing 1: Reworded to fix gender-specific language
- Page 93, Timing 2: Reworded to fix gender-specific language
- Page 94, Timing 3: Reworded to fix gender-specific language
- Page 95, Comprehension 3: Changes to remove gender-specific language (#1 and #2)
- Page 97, Timing 1: Reworded to fix gender-specific language
- Page 98, Timing 2: Reworded to fix gender-specific language
- Page 101, Timing 3: Reworded to fix gender-specific language; general minor word changes
- Page 104, Additional Timings: Table listing Additional Timings relevant to Unit 3
- Page 107, Production Exercise 2: Reworded to fix gender-specific language

## Unit 4: Criminal Law

- Page 127, Timing 2: Removal of citation punctuation
- Page 129, Sentence Practice: Additional content (#7) and removal of citation punctuation (#10)
- Page 130, Timing 1: Removal of citation punctuation; additional italicized words
- Page 131, Timing 2: Reworded to fix gender-specific language
- Page 132, Timing 4: Reworded to fix gender-specific language
- Page 134, Paragraph 2: New information regarding B.C. Receiving Report to Crown Counsel; reworded to fix gender-specific language
- Page 135, Paragraph 4: Reworded to fix gender-specific language; new information relating to remand in custody
- Page 136, Paragraph 5: Updated to include references to Crown counsel and to fix gender-specific language
- Page 136, Paragraph 6: Reworded to fix gender-specific language
- Page 138, Timing 1: Reworded to prioritize Crown counsel as opposed to Crown prosecutor and to fix gender-specific language
- Page 138, Timing 2: Reworded to fix gender-specific language
- Page 140, Timing 3: Reworded to fix gender-specific language
- Page 141, Timing 1: Updated content regarding summary conviction imprisonment lengths; reworded to fix gender-specific language
- Page 143, Timing 2: Reworded to fix gender-specific language
- Page 145, Timing 3: Removal of citation punctuation; reworded to fix gender-specific language
- Page 148, Additional Timings: Table listing Additional Timings relevant to Unit 4
- Page 156, Production Exercise 4: List of convictions re-formatted (for text pagination purposes); years updated

## Unit 5: Family Law

- Page 162, Word Practice: "access" changed to "parenting" and "custody" changed to "guardianship"
- Page 162, Phrase Practice: "custody and access" changed to "decision-making responsibilities"
- Page 162, Timing 1: Updated to reflect *Divorce Act 2021* amendment terminology
- Page 163, Timing 3: Removal of citation punctuation; reworded to fit text to page
- Page 164, Comprehension 1: Updated terminology (#6)
- Page 165, Sentence Practice: Updated terminology (#5, #8, #9, and #10)
- Page 166, Timing 1: Removal of citation punctuation; minor factual change
- Page 169, Timing 4: Reworded to fix gender-specific language
- Page 169, Comprehension 2: "access" changed to "parenting time" and "custody" changed to "guardianship"
- Page 170, Clause 2: Updated name
- Page 170, Clause 3: Updated name
- Page 170, Clause 4: Updated name
- Page 171, Clause 5: Updated name and terminology
- Page 171, Clause 6: Updated name
- Page 172, Timing 1: Removal of citation punctuation
- Page 173, Timing 3: Removal of citation punctuation; updated terminology; reworded to fix gender-specific language
- Page 175, Comprehension 3: Reworded to fix gender-specific language (#1); updated terminology (#8); updated \$ amount (#11)
- Page 176, Timing 1: Reworded to fix gender-specific language; reworded for clarity
- Page 178, Timing 2: Updated terminology; reworded to fix gender-specific language; removal of citation punctuation
- Page 180, Timing 3: Updated terminology; reworded to fix gender-specific language; removal of citation punctuation
- Page 183, Additional Timings: Table listing Additional Timings relevant to Unit 5
- Page 185, Production Exercise 2: Updated terminology and years in citations; removal of citation punctuation; reworded to fix gender-specific language; deliberate error in paragraph numbering changed (to fit text pagination)
- Page 188, Production Exercise 3: Updated terminology and years; removal of citation punctuation
- Page 190, Production Exercise 4: Updated terminology; removal of citation punctuation
- Page 193, Production Exercise 5, Assets, Table 7: Addition of "partner"
- Page 194, Production Exercise 6: Updated terminology; 6 additional deliberate errors; reworded to fix gender-inclusive language; new section "Divorce Act & Family Violent [deliberate error]"

## Unit 6: Corporate Law

- Page 202, Word Practice: "share" changed to "securities"
- Page 203, Timing 1: Reworded
- Page 203, Timing 2: Reworded to fix gender-specific language
- Page 203, Timing 3: Reworded to fix gender-specific language
- Page 203, Timing 4: Reworded to fix gender-specific language
- Page 204, Timing 5: Reworded to fix gender-specific language
- Page 205, Comprehension 1: Reworded to fix gender-specific language (#3)
- Page 206, Timing 1: Minor update to website reference
- Page 208, Timing 3: Updated section relating to provincial corporate Acts
- Page 211, Paragraph 3: Reworded to fix gender-specific language
- Page 212, Paragraph 6: Reworded to fix gender-specific language
- Page 213, Timing 1: Reworded to fix gender-specific language; addition of "CEO" and "CFO"; updated information on officers
- Page 216, Timing 2: Reworded to fix gender-specific language
- Page 218, Comprehension 3: Reworded to fix gender-specific language (#10)
- Page 221, Timing 2: Reworded to fix gender-specific language
- Page 224, Timing 3: Reworded to fix gender-specific language
- Page 225, Additional Timings: Table listing Additional Timings relevant to Unit 6
- Page 225, Production Exercise 1: Reworded to fix gender-specific language (Directors section); new dates (Stock Optional Plan and Shareholder Rights Plan sections); change in deliberate errors (Directors, punctuation in director list)
- Page 234, Production Exercise 2: Minor change to deliberate error in citation



## Unit 7: Real Estate Law

- Page 247, Unit Title: Changed to "Real Estate Law"
- Page 248, Phrase Practice: Reworded to fix gender-specific language
- Page 249, Timing 2: Reworded to fix gender-specific language
- Page 249, Timing 4: Reworded to fix gender-specific language
- Page 250, Comprehension 1: Reworded to fix gender-specific language (#2)
- Page 251, Sentence Practice: Reworded to fix gender-specific language (#5 and #7); removal of citation punctuation (#9)
- Page 253, Timing 2: Reworded to fix gender-specific language
- Page 253, Timing 3: Reworded to fix gender-specific language
- Page 254, Timing 4: Reworded to fix gender-specific language
- Page 256, Paragraph 2: Reworded to fix gender-specific language
- Page 256, Paragraph 3: Reworded
- Page 260, Timing 2: "letter of intent" changed to "Mortgage Commitment"
- Page 263, Timing 1: Reworded to fix gender-specific language
- Page 265, Timing 2: Reworded to fix gender-specific language; updated section on land transfer taxes
- Page 269, Timing 3: Wording, punctuation, and gender-specific language updates
- Page 272, Additional Timings: Table listing Additional Timings relevant to Unit 7
- Page 272, Production Exercise 1: Reworded to fix gender-specific language

## Unit 8: Wills & Estates Law

- Page 289, Unit Title: Changed to "Wills & Estates Law"
- Page 290, Timing 1: Reworded to fix gender-specific language
- Page 291, Timing 4: Reworded to fix gender-specific language
- Page 292, Comprehension 1: New wording (#4)
- Page 293, Sentence Practice: New wording (#3, #8, #12)
- Page 295, Timing 2: Reworded to fix gender-specific language
- Page 297, Timing 4: Final 2 paragraphs extensively reworded
- Page 302, Timing 2: Reworded to fix gender-specific language
- Page 303, Comprehension 3: Names added (#6, #7)
- Page 304, Timing 1: Reworded to fix gender-specific language; Latin term italicized; "the" removed prior to "Yukon"
- Page 306, Timing 2: Reworded; "Canada Pension" changed to "Service Canada"
- Page 308, Timing 3: Reworded to fix gender-specific language; updated probate fee information
- Page 311, Additional Timings: Table listing Additional Timings relevant to Unit 8
- Page 311 – 313, Production Exercises 1 & 2: Switched for text pagination purposes; i.e., Production Exercise 1 now Production Exercise 2 and vice versa