

INTRODUCTION



PARALEGAL STUDIES

Paralegal Studies An Introduction

Linda L. Edwards, J. Stanley Edwards



Paralegal Studies An Introduction:

Introduction to Paralegal Studies David G. Cooper, Michael J. Gibson, 1998 An Introduction to Paralegal Studies is a concise easy to read book that provides basic coverage of the topics most important for a beginning paralegal student It is aimed primarily at mid level courses but is an excellent choice for an introductory course in any paralegal program This text is unique from other introductory texts in two important ways The first is that paralegal skills are taught in the context of a single fictional case Smith v Lemon Motors Students learn the skills necessary to prepare the Smith case for trial in a step by step easy to follow format The second is in the substantive law and the legal ethics chapters where general rules and principles of law are illustrated with actual cases These cases also provide an opportunity to develop the important skill of reading case law ALSO AVAILABLE INSTRUCTOR SUPPLEMENTS CALL CUSTOMER SUPPORT TO ORDER Instructor's Manual ISBN 0 8273 8340 1

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Introduction to Paralegal Studies Linda L. Edwards,J. Stanley Edwards,2002 Introduction to Paralegal Studies is designed for students enrolled in paralegal legal assisting programs in two year or four year college programs Corporate law departments law firms legal clinics public defender and prosecutor offices can also use it as a training resource for paralegals and legal assistants Introduction to Paralegal Studies Katherine A. Currier,Thomas E. Eimermann,2017 Comprehensive intelligent overview of all the key concepts covered in a typical introduction to paralegal studies course Introduction to Paralegal Studies Sixth Edition combines an introduction to law and legal concepts with practical information about what paralegals actually do in the legal system A critical thinking approach used to introduce students to the study of law encouraging them to interact with the materials through hypotheticals examples and well designed questions The text is divided into four parts reflecting the topics addressed in an introductory course Part I Paralegals and the American Legal

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and the American legal system connecting paralegal research analysis and writing to the tasks of interviewing and investigations looking at the tasks of the working paralegal different types of law practice the law office environment strategies for career development including resume preparation job interview preparation and job resignations and techniques for succeeding in the workplace topical coverage that closely adheres to the nature of paralegal work effective ways to improve note taking how to respond to ethical misconduct in the workplace common blunders when using e mail cultivating listening skills best practices for timekeeping and billing pedagogical devices that enhance learning such as chapter overviews key terms marginal definitions website references case illustrations practice tips and chapter summaries research task exercises and Internet based exercises in each chapter that mirror those performed by the working paralegal comprehensive teaching package that includes Instructor and s Manual with sample syllabi chapter outlines answers to all end of chapter discussion and research questions additional practice exercises Test Bank with more than 400 questions PowerPoint slides Updated throughout with new Case Illustrations Discussion Questions and Internet Closing Argument Assignments the Second Edition offers an overview of recent amendments to the Federal Rules of Civil Procedure regarding the production of electronically stored information discussion of class action suits and multidistrict litigation a review of new electronic tools used in law firms discussion of cutting edge topics such as electronically existing metadata and its implications for attorney client privilege and whether legal blawgs constitute advertising a fresh look at professional appearance demeanor and etiquette in the workplace new and updated information on salary trends popular paralegal fields billable hour requirements and more Emphasizing practical skills and the role of the paralegal Deborah E Bouchoux shines a light on the paralegal profession by showing students what paralegals actually do Instructor s Manuals are a professional courtesy offered to professors only For more information or to request a copy please contact Wolter s Kluwer Law and Business at 800 529 7545 or examcopy wolterskluwer com

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