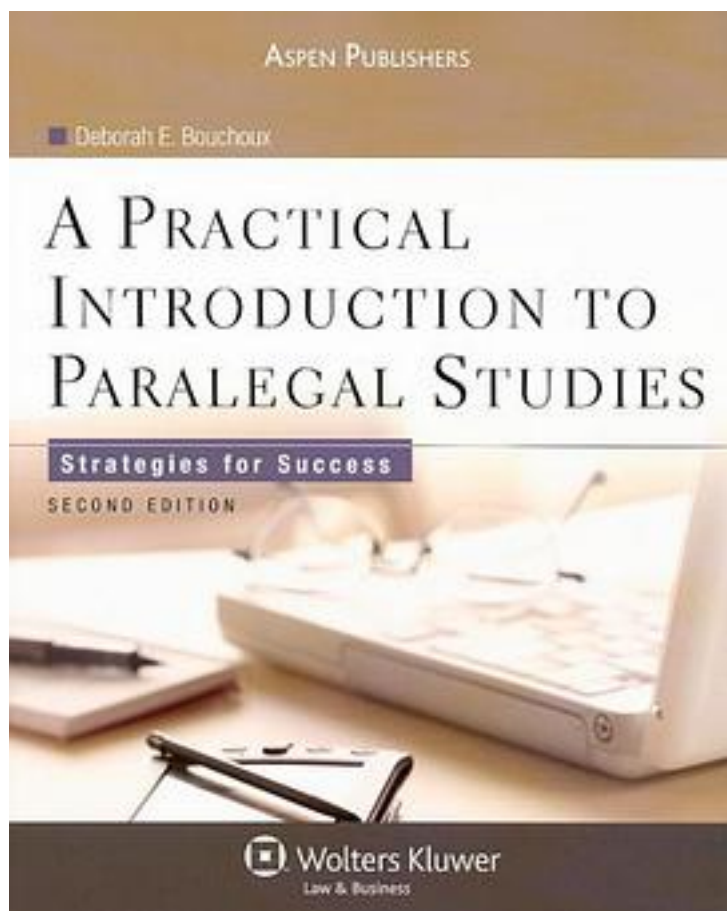


A Practical Introduction to Paralegal Studies



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著者:Deborah E. Bouchoux

出版者:

出版时间:2008-10

装帧:

isbn:9780735569478

Bridging the gap between the classroom and the real world, respected author Deborah E. Bouchoux offers this thorough exploration of the entire paralegal profession, as well as a specific inventory of what students will be expected to know, and the tasks they will be expected to perform, as working paralegals in law office and other legal

environments.

This concise yet thorough orientation to the work of the paralegal provides:

practical guidance for transferring and applying classroom lessons to the law office environment

logical three-section organization:

making connections between study skills, the paralegal profession, 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'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.

作者介绍:

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