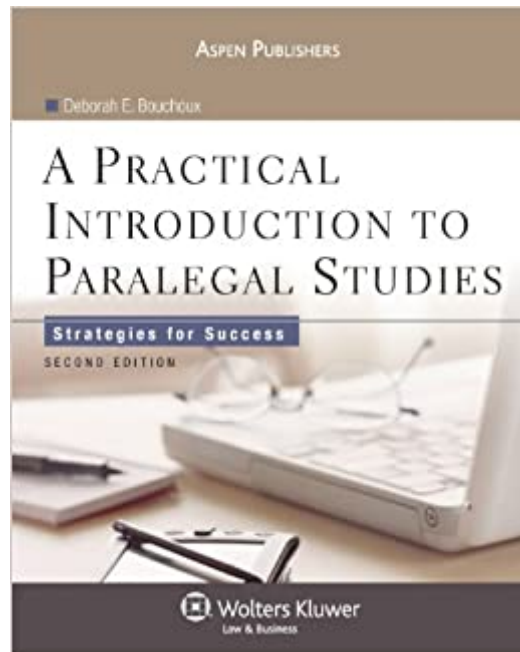




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A Practical Introduction To Paralegal Studies: Strategies For Success



Synopsis

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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

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Customer Reviews

The book was exactly what the course required.

Came exactly as expected.

This rental is like new! In great shape and no dog-eared pages or writing in margins. I was pleasantly surprised.

Great condition

Used for school

Was chosen since it simplified some major concepts. IT covered a lot of basic material of being a paralegal. Ended up not using it a lot since it was not Louisiana specific.

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