

Basic Legal Writing for Paralegals



Basic Legal Writing For Paralegals 2nd

Lisa Zimmer Hatch, Scott A. Hatch



Basic Legal Writing For Paralegals 2nd:

Basic Contract Law for Paralegals Jeffrey A. Helewitz, 1997-11 The book facilitates effective teaching and learning through a quick simple and straightforward introduction to all the basics of contracts law specifically designed for paralegal students comprehensive coverage of key topics as well as a chapter on drafting simple contracts clearly written text and lively examples that help students understand the law well crafted pedagogy chapter overviews highlighted examples key terms review questions sample clauses for analysis edited cases chapter summaries and exercises at the end of each chapter an ideal length for shorter courses Text is totally up to date new section on UCC 2A covering leases of personal property all new case summaries for the new millennium all cases have been decided since 2000 additional new cases in the supplemental cases appendix completely updated appendix of sample contracts with additional samples in the Instructor's Manual

Basic Administrative Law for Paralegals Anne Adams, 1998 Understanding that Administrative Law is a notoriously difficult and complex topic author Anne Adams takes great care to present the material at a level appropriate for paralegal students without oversimplifying She employs concrete examples throughout the text to help students understand the basic concepts and includes several cases to teach case analysis skills Concentrating on the paralegal in Administrative Law the book covers the essential areas paralegals need to know in order to succeed such as effective oral and written communication skills researching and drafting documents and completing forms Well crafted pedagogy helps students understand and apply the material Student Practice Exercises help reinforce key concepts Concepts Journal feature encourages students to keep their own journal of pertinent administrative law concepts and then analyze and write on a major topic Key Terms Chapter Summaries Review Questions Discussion Questions Additionally useful charts and figures explain concepts graphically as well as textually and photos scattered throughout the book enhance the presentation A separate Advanced Studies topic appears at the end of each chapter and offers a hands on approach using documents and forms that can be assigned in or out of class This in depth section allows students more complete practical study of the concepts Lending flexibility the instructor can choose to assign all a few or none of the Advanced Studies depending on time restrictions and the goals of the course A final chapter on The Paralegal in Administrative Law shows what private and public sector paralegal positions might encompass

Cumulated Index to the Books, 1999 The Cumulative Book Index, 1999

Interviewing and Investigation for Paralegals Ann M. Dobmeyer, 1998 With a distinctly student friendly voice this new text provides a succinct overview of the interviewing and investigation process focusing on the key issues paralegals need to know in practice The practical approach of the book uses realistic case scenarios to show interviewing and investigation skills in context and draws from criminal as well as civil cases The helpful pedagogy of the book includes key terms practice tips review exercises in depth chapter exercises glossary and bibliography Users will also find charts and exhibits throughout the book supplying them with the tools to help structure their interviews and investigations in practice

coverage of using the Internet to help in investigation extensive appendices which provide a variety of resources to help in the investigation and interviewing process including a sample case investigation file sample client letters selective excerpts from the Federal Rules of Civil Procedures And The Federal Rules of Evidence The text is divided into three major sections Overview of Litigation Process including rules of procedure evidence and ethics discussed in the context of the interviewing and investigating process Basics of Interviewing including how to ask questions how to listen to determine whether questions are answered how to diffuse the angry of hostile person and how appearance and tone can influence the interview and how to interview children and those from different cultures As well as how to preserve information gathered through interviews Investigation Process including how to plan and organize an investigation and complete sources for finding people and finding information *Bowker's Law Books and Serials in Print* ,1998 *Clearinghouse Review* ,1996 **United States Attorneys Bulletin** ,1993 **Garner's Dictionary of Legal Usage** Bryan A. Garner,2011 This new edition of Garner's Dictionary of Legal Usage discusses and analyzes modern legal vocabulary and style more thoroughly than any other contemporary reference work Since the first edition Bryan A Garner has drawn on his unrivaled experience as a legal editor to refine his position on legal usage The new Third Edition remains indispensable Garner has updated entries throughout added hundreds of new entries and thousands of new illustrative quotations from judicial opinions and leading lawbooks revised the selected bibliography and expanded and updated cross references to guide readers quickly and easily A new preface introduces the reader to this edition and discusses content that has been newly incorporated Influential writers and editors rely on Garner's Dictionary of Legal Usage daily It is an essential resource for practicing lawyers legal scholars and libraries of all sizes and types functioning as both a style guide and a law dictionary guiding writers to distinguish between true terms of law and mere jargon and illustrating recommended forms of expression Common blunders are discussed in ways that will discourage writers from any further use The origins of frequently used expressions are described with engaging prose Collectively there is no better resource for approaching legal writing in a logical clear and error free way

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