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A PRACTICAL INTRODUCTION TO PARALEGAL STUDIES

Strategies for Success

SECOND EDITION



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A Practical Introduction to Paralegal Studies Deborah E. Bouchoux, 2008-10 COMPANION WEBSITE www.aspenparalegaled.com/bouchoux_practicalintro2 Contact your Aspen Representative for more information about these resources 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 Instructorand 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 Resources in Education ,1997 Looseleaf Deborah E. Bouchoux,2012-11-12 Anatomy of a Meltdown A Dual Financial Biography of the Subprime Mortgage Crisis traces the course of two financial icons Lehman Brothers and WaMu one operating in the investment sector the other in the consumer financial services sector on their path to financial ruin Illuminating the nature and severity of the subprime mortgage crisis author Michael P Malloy presents a clear and cogent analysis of the global economic meltdown the steps necessary to restore the financial markets and measures that must be taken to avoid similar crises in the future This clear and concise text by one of the foremost authorities on bank regulation features comprehensive coverage of all of the fundamental law policy and practical issues raised by the crisis and the government s response to it the core of key cases preserved in timely and salient

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The book delves into A Practical Introduction To Paralegal Studies Strategies For Success. A Practical Introduction To Paralegal Studies Strategies For Success is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into A Practical Introduction To Paralegal Studies Strategies For Success, encompassing both the fundamentals and more intricate discussions.

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 - Chapter 1: Introduction to A Practical Introduction To Paralegal Studies Strategies For Success
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 - Chapter 3: A Practical Introduction To Paralegal Studies Strategies For Success in Everyday Life
 - Chapter 4: A Practical Introduction To Paralegal Studies Strategies For Success in Specific Contexts
 - Chapter 5: Conclusion
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- The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of A Practical Introduction To Paralegal Studies Strategies For Success.

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