

Legal Research And Writing For Paralegals 9th Edition

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both brief and accessible this legal writing text carefully guides paralegal students through the entire writing process from the beginning stages to the final product along the way students will find authoritative coverage of such key topics as briefing cases legal memoranda witness statements file summaries deposition summaries and persuasive writings such as complaints and

answers some features of special interest include step by step guidance on drafting documents a strong focus on the writing basics such as grammar sentence structure and clarity solid pedagogical features such as chapter overviews chapter summaries key terms and exercises numerous examples of both good and bad writing and an outstanding instructor's manual to accompany the text basic legal writing for paralegals begins with the basics of the legal system carefully walking students through the writing process the book's focus then turns to writing basics and briefing cases before dedicati

want to learn the basics of clear effective legal writing the applied practical approach of basic legal writing for paralegals combines legal concepts and terminology with hands on applications in legal drafting it provides students with all the basic tools they need to communicate effectively in the legal field this text introduces the key concepts in the legal field of contracts in a fresh light while presenting the topics in a straightforward and comprehensive manner the paralegal supersite site

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the text retains the features that earned it such widespread use clear well organized text for the introductory legal research and writing course designed specifically for paralegal students comprehensive overview of research and writing skills reinforced by illustrations and exercises integration of writing strategies into each research chapter to demonstrate the link between the two processes timely and thorough coverage of electronic research including a chapter on internet research as well as fee based services such as lexis and westlaw throughout the text the author supplies further tips on how to use electronic resources most effectively useful charts and diagrams help students understand complex topics thorough explanation of proper citation form and updating validating legal authorities including shepardizing and keyciting samples of legal writing such as letters a court brief and a legal memorandum this timely revision contains valuable new material completely revised text reflects the changing nature of legal publishing to help students learn how to navigate through cyberspace a section at the end of each chapter state your answer now offers additional questions relating to the materials discussed these questions require students to access relevant internet sites and local information and can be made state specific a new feature the final wrap up provides practical and pragmatic information on citing and using various research resources and advises students on when to use a certain set and whether it may be cited in various legal documents practice tips now appear in each chapter offering realistic and helpful suggestions for workplace success expanded and updated legal citation chapter with more coverage of the alwd citation manual the examples of citation form given at the end of each chapter display citations in both bluebook and alwd form coverage is updated to the new 18th edition of the bluebook

a clear well organized text for the introductory legal research and writing course designed specifically for paralegal students

communication writing is an also required course for ontario paralegal students a high level of clarity professionalism and accuracy is required in the written communication of a paralegal in everything from emails to written legal arguments our text is exercise based and provides many opportunities for students to practise writing in plain language testing their spelling and grammar skills drafting memos and other legal documents and proofreading legal documents and client material

this book examines careers as a paralegal and legal assistant covering professional responsibilities ethic codes kinds of employers job searches resume building and work environments

the everything guide to being a paralegal is the ideal handbook for new paralegals professionals looking to further or reevaluate their careers or those considering the profession tackling the concerns of real law professionals chapters include paralegal career options paralegal ethics and professional responsibility pre trial preparation individual chapter attention to the top types of law practice more and more people are opting for a career as a paralegal and this book is their pathway to success in this growing field

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 coursestext 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

the legal research and writing handbook a basic approach for paralegals ninth edition

with legal research and writing covered in one text authors yelin and samborn have tailored their presentation to the specifics paralegals need to know they effectively introduce paralegal students to the essential skills and strategies necessary to do legal research analytical skills for understanding their research and drafting skills for creating legal documents notable features the book is written and designed to be particularly accessible to paralegal students pedagogically sound each chapter of the book offers chapter overviews detailed headings to make it easy to find information sample documents review questions the

accompanying workbook offers many opportunities for students to practice their research and writing skills special features of the second edition a chapter on the internet includes a discussion of legal research sources on line coverage reflecting recent changes in the legal publishing world materials to help students better understand the research process the authors explicitly highlight the relationship between research and writing enhanced design offers greater accessibility there are chapters on research strategy pre writing issues and process writing and revising

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