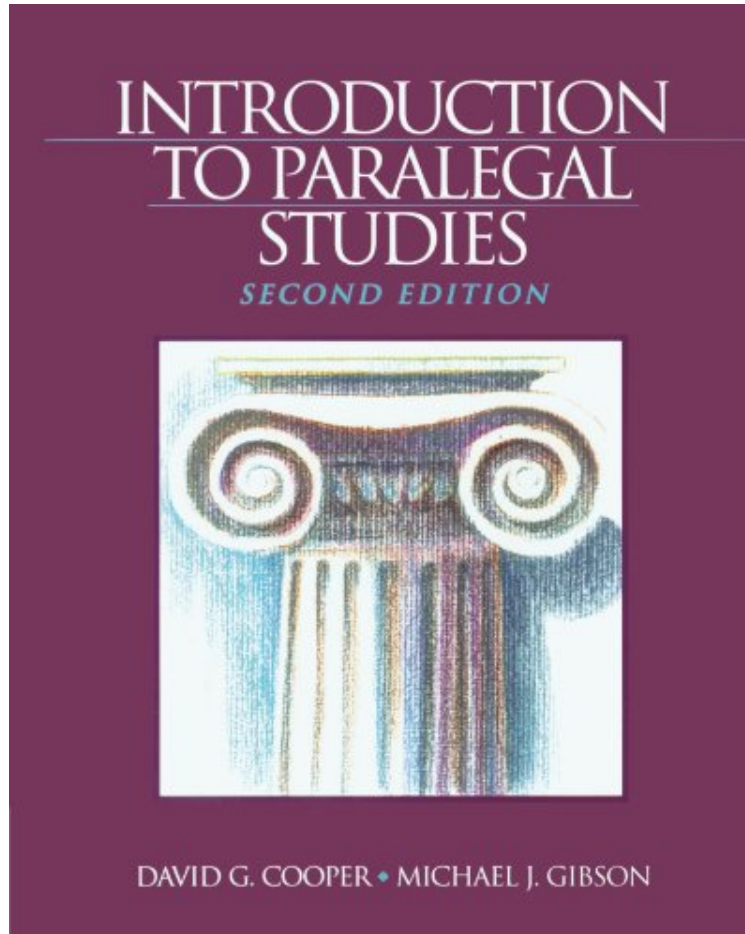


## Introduction To Paralegal Studies

David Cooper, Michael J. Gibson

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**David Cooper, Michael J. Gibson : Introduction To Paralegal Studies** before purchasing it in order to gage whether or not it would be worth my time, and all praised Introduction To Paralegal Studies:

2 of 2 people found the following review helpful. required readingBy serge gainsbourgi ordered this required book for a paralegal studies class. it covers a lot of legal concepts, ethics, terminology. it's a very readable text. the concepts are defined and the meanings highlighted by examples. the book acknowledges its own limitations in not being able to cover some concepts within the scope of the text; which seem appropriate as this is an introductory course. there are nice simple paragraphs summarizing the points at the end of each chapter. there are also case problems, key terms and concepts (just lists of terms, not re-defined), study questions, discussion questions, activities, matching, multiple choice, t/f questions at the end of each chapter to self test what you have learned. overall, it's a good solid introduction and broad overview of the subject matter.

An Introduction to Paralegal Studies is a concise, easy-to-read book that provides basic coverage of the topics most

important for a beginning paralegal student. It is aimed primarily at mid-level courses, but is an excellent choice for an introductory course in any paralegal program. This text is unique from other introductory texts in two important ways. The first is that paralegal skills are taught in the context of a single fictional case, *Smith v. Lemon Motors*. Students learn the skills necessary to prepare the Smith case for trial in a step-by-step, easy to follow format. The second is in the substantive law and the legal ethics chapters where general rules and principles of law are illustrated with actual cases. These cases also provide an opportunity to develop the important skill of reading case law.

AN INTRODUCTION TO THE PARALEGAL PROFESSION: What Is A Paralegal?. How Law Offices Are Organized And Managed. An Overview Of The American Legal System. BECOMING A LITERATE PROFESSIONAL: MASTERING LEGAL TERMS AND CONCEPTS: Legal Terms and Concepts: Contracts, Torts, And Criminal Law. Legal Terms And Concepts: Real Property, Business, Estate Planning and Probate, And Family Law. BECOMING AN EFFECTIVE PROFESSIONAL MASTERING PARALEGAL SKILLS: Fact Investigation: Getting The Whole Story. Legal Research: Finding The Law. Legal Analysis and Writing: Applying The Law. The Litigation Process: Your Role As A Paralegal. PROFESSIONAL RESPONSIBILITIES OF A PARALEGAL: Legal Ethics: Guidelines For Professional Conduct. Paralegals And The Unauthorized Practice Of Law. APPENDIX. GLOSSARY. INDEX.