

Preface

Introduction

After the extensive changes to the format in the fourth edition, this fifth edition expands on those updates. In addition to adding a new feature, “web surfing” where the author provides relevant web sites for further reading, the author continues to emphasize the chapter features that were expanded in the last edition. These include answers to review questions for the reader as well as sample quizzes to assist in the assimilation of the material. As before, the genesis of the book was and continues to be providing the beginning paralegal student with a solid foundation in U.S. law. As in previous editions, the first few chapters introduce the student to the world of legal practice, from a discussion of the sources of law to law office management and the initial steps involved in bringing both civil and criminal actions. Later chapters examine specific areas of law in greater depth, while also focusing on the development of practical skills. The reader is introduced to the fascinating and stimulating world of legal practice and the central role played by the paralegal throughout the legal system. In the concluding chapters, the reader is taken through the steps of legal research and writing, with a strong emphasis on the use of the Internet to assist legal practitioners. Most of the case excerpts have also been updated to reflect changes in the law since the last edition was published.

Features

This book was designed with the reader in mind. The text presents the material in a variety of methods, to take advantage of different student learning styles. There is a strong visual element to the text, with features such as “Issue at a Glance,” which provides a brief summary of an important issue raised in the chapter. Each chapter also contains a section discussing how to build practical skills.

Features found in the text include:

- **Chapter Objectives**

Each chapter begins with clearly stated learning objectives to guide readers in their studies.

- **Issue at a Glance**

Each chapter includes small synopses of issues discussed in the chapter, positioned adjacent to the material under discussion, not only as a way

of helping the reader synthesize important issues, but also as a visual marker for later study.

■ **Definitions**

As each new term is introduced, it is also defined for the student. These on-the-spot definitions provide a handy reference.

■ **Skills**

Each chapter contains not only discussions of the theoretical underpinnings of law, but practical examples to assist the student in building the skill sets needed to succeed in the legal field.

■ **Case Excerpts**

Each chapter contains a case excerpt designed to emphasize some of the points raised in that chapter and to provide material for classroom discussions.

■ **Skills You Need in the Real World**

In keeping with the balance of theoretical discussion with practical examples, in the “Skills” section found at the conclusion of each chapter the author addresses how the student can learn a variety of important practical skills, from searching courthouse records to creating appellate brief banks.

■ **Chapter Summary**

Each chapter contains a concise summary of the major issues discussed. This feature helps readers focus on the important points raised in the chapter.

■ **Ethical Discussion**

Ethics is a vital component of any legal text, but never more so than in an introductory text that will help lay the foundation for the reader’s entire paralegal education and later professional life. To emphasize the important role that ethics plays in law, each chapter contains a separate ethical discussion in addition to the entire chapter devoted to this critical issue.

■ **Key Terms and Phrases**

A list of key terms and phrases used in each chapter is provided to assist the student in mastering the concepts presented.

■ **Exercises**

■ ***Matching***

One of the new features is a matching exercise that tests the reader’s comprehension of the terminology and phrases used in each chapter.

■ Review Questions

The author also provides extensive review questions to test the student's comprehension of the issues under discussion. These review questions provide rich material for classroom discussions.

■ Practice Questions for Test Review

The end-of-chapter exercises also include sample essay, true-false, fill-in-the-blank, and multiple-choice questions to challenge the reader and help cement the issues discussed.

Answers to all of the end-of-chapter questions are provided in Appendix A.

■ Web Surfing

Each chapter concludes with relevant websites that help the reader to follow up with specific points raised in the chapter.

Non-Gender-Specific Language

In recognition of the impact of gender-specific language, the author has adopted the convention of using “they” for both singular and plural references.

Pedagogy

The following features are included in the text to take advantage of different student learning styles:

- Learning objectives stated at the beginning of each chapter
- Terms and legal vocabulary in bold and defined immediately for the student; also listed in the glossary for later reference
- Many different visual aids illustrate crucial points
- Examples help the student make a personal connection with the material
- Lesson plans in the instructor's manual that provide alternative presentations: for example, Lesson Plan A, which emphasizes practical applications, as opposed to Lesson Plan B, which emphasizes substantive law
- End-of-chapter questions, activities, and assignments to hone the students' understanding
- End-of-chapter ethical discussions

Instructor's Manual

The author has developed an extensive instructor's manual to accompany the text, which provides a wealth of resources for the instructor. Among the features in the instructor's manual are:

- **Suggested Syllabi**

Suggested syllabi are provided for various versions of an Introduction to Law course, including alternate syllabi for instructors who emphasize theoretical over practical, or practical over theoretical.

- **Chapter Lecture Outline and Discussion**

Each chapter is outlined for the instructor and annotations are provided throughout the outline to provide additional discussion and classroom material for the instructor.

- **Additional Web Resources**

The instructor's manual contains additional web sites to provide other resources for classroom discussion and assignments.

- **Additional Assignments**

In addition to the chapter review questions and discussion questions, additional assignments are provided in the instructor's manual.

- **Test Bank**

The test bank includes a variety of test questions, including essay questions (five per chapter), short answer (ten per chapter), multiple choice (twenty-five per chapter), and true-false (ten per chapter).

- **Power Point Slides**

The author has prepared a PowerPoint presentation for each chapter of the text.