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BASIC CONTRACT LAW FOR PARALEGALS

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Instructor's Manual to Basic Contract Law for Paralegals Jeffrey A. Helewitz, 1997-11-01

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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

Instructor's Manual to Accompany Basic Contract Law for Paralegals, Fourth Edition Jeffrey A. Helewitz,2004 **Forthcoming Books** Rose Arnny,2002-02

The Cumulative Book Index ,1998 A world list of books in the English language **Instructor's Manual to Basic**

Contract Law for Paralegals 3rd Edition Jeffrey A. Helewitz,2001-01-01 **Current Publications in Legal and Related Fields** ,2009 **Subject Guide to Books in Print** ,1996 **Introduction to Law for Paralegals** Katherine A. Currier,2001 **Practical Contract Law for Paralegals** Laurel A. Vietzen,2016-09-16 The activities based approach of Practical Contract Law for Paralegals builds valuable contract management skills Numerous assignments that mirror the work of an actual paralegal teach students to read draft and implement contracts as well as to research and apply local law Ideal for both the classroom and online courses this book combines contracts and applied legal research for paralegals Accessible explanations of doctrine and principles prepare students to tackle assignments based on state specific laws and procedures Features New and updated examples and assignments throughout the text NEW Career Corner features that connect material in the text to developing a successful career as a paralegal Straightforward overviews of basic contract law

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