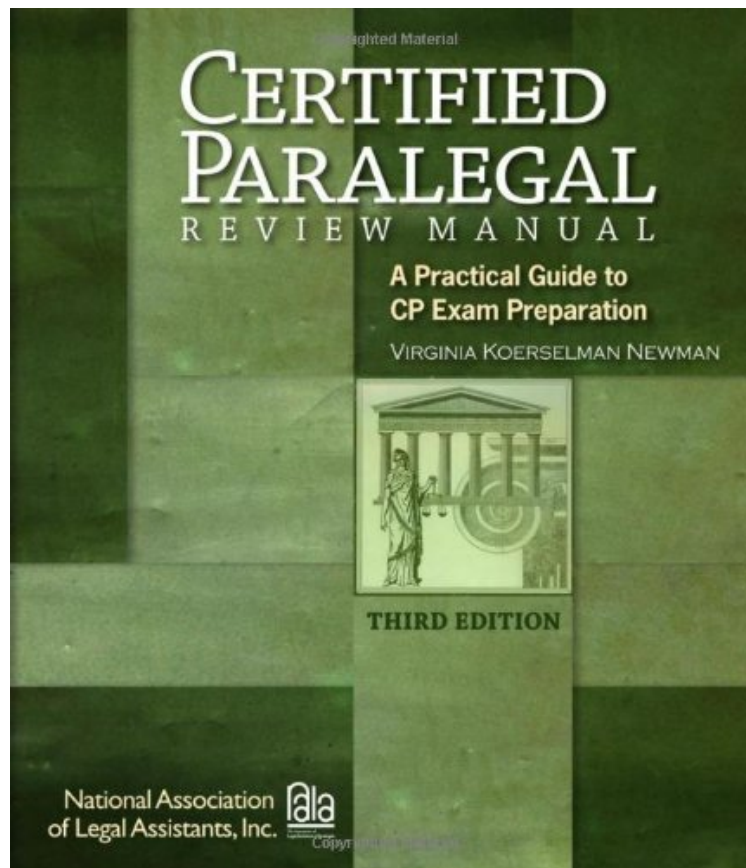


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4 of 4 people found the following review helpful. Errors galore. By FSUgal There are errors to quiz questions and typo's all throughout this book. An example is in the Legal Research chapter. The book says you only cite the last names of the parties, however in the quiz questions 33-35 (pages 304-305) the "correct" answers have the defendant/appellant's FULL name, not just his last name. Virginia Koerselman Newman has been contacted repeatedly by the faculty at my school on these errors to no avail. Your best bet- don't buy this book. It will make you absolutely crazy. 2 of 2 people found the following review helpful. Trying for my certification By Linda McMullen This book seems to cover all the areas I need to study for my CP test, especially written communication. I've only gone through the first 50 pages or so-- looks like it will be a while before my testing date. The self-tests at the end of each chapter are quite helpful in showing

where you need to go back and re-read/go further in depth with other reference books. 3 of 3 people found the following review helpful. Very helpful. By Eda. Aside from the fact that this is the only book available for the NALA exam review its pretty good. Easy read and has plenty of explanations. I just wish it had more tests to help with the chapters.

Like the exam itself, this comprehensive manual is known in the field for high standards of paralegal professionalism and excellence. This latest edition is an invaluable resource for those preparing to take the Certified Legal Assistant (CLA) /Certified Paralegal (CP) Examination administered by the National Association of Legal Assistants. The manual first describes the CLA/CP exam in detail so that readers are well-prepared for the essential elements of the test--including aspects of grading, retake policy, eligibility requirements, preparation for the exam, group study, and taking the examination. It then delves into specific content areas of the test including legal terminology, communications, administrative law, and bankruptcy law. This third edition thoroughly covers each section of the exam with extensive outlines, examples, facts, and charts for review. Sample tests, study tips, and overall best practices are provided to fully prepare test-takers on their way to success.

1. Introduction to Cognitive Psychology. 2. Cognition and the Brain: Basic Principles. 3. Perception. 4. Attention. 5. Short-Term and Working Memory. 6. Long-Term Memory: Basic Principles. 7. Everyday Memory and Memory Errors. 8. Knowledge. 9. Visual Imagery. 10. Language. 11. Problem Solving. 12. Reasoning and Decision Making. About the Author Author Virginia Koerselman Newman, J.D. brings an exceptional blend of professional knowledge and teaching experience to this trusted review manual. Ms. Koerselman Newman was a successful practicing attorney for 26 years and a paralegal instructor at Metropolitan Community College in Omaha Nebraska for 22 years. She now operates Koerselman Newman Law Publications near Myrtle Beach, South Carolina, where she continues to teach as well as to write about paralegal topics. The author of several popular books on law, Ms. Koerselman Newman is also a frequently sought-out speaker at numerous law conventions and professional seminars. She is an active member of many professional organizations and currently serves as an Education Consultant to NALA.