Paralegal Today The Essentials 7th edition Miller Test Bank

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CHAPTER 2: CAREER OPPORTUNITIES
TEST BANK

MULTIPLE CHOICE
Identify the choice that best completes the statement or answers the question.

____ 1. Paralegals are in demand at law firms because
a. they can practice law.
b. they help provide competent legal services at lower cost.
c. there are government regulations requiring the use of paralegals.
d. None of these choices is correct.

____ 2. The main advantages of paralegal services include which of the following?
a. They help provide competent legal services at lower cost.
b. They can help sway a court decision.
c. They can practice law.
d. All of these choices are correct.

____ 3. Which of the following are places where paralegals work?
a. Law firms
b. Corporations
c. Government agencies
d. All of these choices are correct.

____ 4. Which of the following is *not* a place where paralegals work?
a. Law firms
b. Corporations
c. Government agencies
d. None of these choices is correct.

____ 5. Which of the following entities do most paralegals work for?
a. Law firms
b. Corporations
c. Government agencies
d. Nonprofit businesses

____ 6. When paralegals first established themselves in the legal community in the 1960s, they mostly worked in
a. law firms.
b. corporations.
c. government agencies.
d. None of these choices is correct.

____ 7. ____ of all paralegals do *not* work in law firms.
a. Two-thirds
b. One-third
c. One-fourth
d. One-fifth

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____ 8. _____ of all paralegals work in law firms.
a. One-fourth
b. Two-thirds
c. One-third
d. One-half

____ 9. Most paralegals work in settings with
a. more than 25 lawyers.
b. fewer than 25 lawyers.
c. more than fifty lawyers.
d. fewer than 5 lawyers.

____ 10. One of the main reasons that most paralegals start out in small law firms is that
a. small law firms outnumber large ones.
b. only small law firms use paralegals.
c. employment laws require inexperienced paralegals to start with small companies.
d. None of these choices is correct.

____ 11. Which of the following is a benefit of working for a small law firm?
a. A formal work environment
b. Clearly defined office procedures and employment policies, often set forth in a written manual
c. Greater opportunities for promotions and advancement, and better salaries and benefits
d. The opportunity to gain a variety of work experience in many areas of the law

____ 12. A new paralegal would be most likely to get experience in many different aspects in the practice of law at a
a. law firm that is a general law practice.
b. one-attorney firm.
c. firm that specializes in immigration.
d. firm that specializes in marriage law.

____ 13. Which of the following is *not* a benefit of working for a small law firm?
a. A less formal work environment
b. The opportunity to gain a variety of work experience in many areas of the law
c. Greater flexibility
d. None of these choices is correct.

____ 14. Which of the following is *not* a benefit of working for a small law firm?
a. A formal work environment
b. A less formal work environment
c. Greater flexibility
d. The opportunity to gain a variety of work experience in many areas of the law

____ 15. Which of the following is a disadvantage of working for a small law firm?
a. More specialized work
b. Formal work environment
c. Smaller salaries and benefit packages, if any
d. More overtime

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____ 16. Which of the following is a disadvantage of working for a small law firm?
a. More specialized work
b. Formal work environment
c. Substantial amounts of secretarial or clerical work
d. More overtime

____ 17. Which of the following is *not* a disadvantage of working for a small law firm?
a. More specialized work
b. Substantial amounts of secretarial or clerical work
c. Smaller salaries and benefit packages, if any
d. None of these choices is correct.

____ 18. Although smaller law firms may pay lower salaries, it is also important to consider ____ when thinking about compensation differentials.
a. free parking
b. location
c. a relaxed dress code
d. All of these choices are correct.

____ 19. In contrast to small law firms, large law firms
a. are more formal.
b. offer lower salaries.
c. offer few benefits.
d. tend to provide free parking.

____ 20. A large law firm will likely have
a. office procedures and employment policies clearly defined in a written employment manual.
b. a casual dress code.
c. a very small support staff.
d. All of these choices are correct.

____ 21. Paralegals working for large law firms typically
a. receive lower salaries.
b. get few benefits.
c. have free parking.
d. have responsibilities limited to specific, well-defined types of tasks.

____ 22. Which of the following would probably *not* be true for a paralegal working at a large law firm?
a. A lower salary than a paralegal working at a small law firm
b. More benefits than a paralegal working at a small law firm
c. A wide range of responsibilities
d. Responsibilities limited to specific, well-defined types of tasks

____ 23. The advantages of a large law firm include
a. an informal work environment.
b. less access to research resources.
c. unclearly defined office procedures and policies.
d. greater opportunities for promotions and advancement and better salaries and benefits.

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____ 24. Which of the following is *not* an advantage of working for a large law firm?
a. Better salaries
b. Better benefits
c. Clearly defined office procedures and policies
d. Greater opportunities for promotions and advancement
e. None of these choices is correct.

____ 25. Legal affairs in large corporations are usually handled by
a. small private firms.
b. paralegals.
c. in-house attorneys.
d. All of these choices are correct.

____ 26. Paralegals working for corporations are usually under the supervision of
a. in-house attorneys.
b. outside consultants.
c. other paralegals.
d. None of these choices is correct.

____ 27. For paralegals working in law firms, paralegal compensation generally
a. decreases by the number of attorneys.
b. increases by the number of attorneys.
c. decreases the more years the paralegal works.
d. None of these choices is correct.

____ 28. Paralegals who work for corporations usually work under which of the following?
a. In-house attorneys
b. Chief executive officers (CEOs)
c. Other paralegals
d. All of these choices are correct.

____ 29. Paralegals working for corporations
a. organize corporate meetings.
b. maintain meeting records.
c. draft employee contracts.
d. All of these choices are correct.

____ 30. Paralegals working for corporations
a. make purchasing decisions.
b. give legal advice to employees.
c. draft employee contracts.
d. All of these choices are correct.

____ 31. Paralegals working for corporations
a. make purchasing decisions.
b. give legal advice to employees.
c. prepare financial reports.
d. All of these choices are correct.

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____ 32. When a corporation is involved in a lawsuit, a paralegal employed by the corporation
a. will not be involved.
b. may be assigned duties related to the lawsuit.
c. will act as an attorney for the corporation.
d. None of these choices is correct.

____ 33. ____ of paralegals work for corporations.
a. One-fifth
b. One-third
c. Two-thirds
d. One-half

____ 34. One-fifth of all paralegals work for
a. law firms.
b. corporations.
c. the government.
d. family businesses.

____ 35. A paralegal working for a corporation is likely to have _____ than a paralegal working for a one-attorney firm.
a. a lower salary
b. a higher salary
c. less work
d. more flexible work guidelines

____ 36. Advantages of working for corporations include which of the following?
a. Higher salaries and better benefits
b. More regular hours
c. Less stress
d. No billable hours required
e. All of these choices are correct.

____ 37. Which of the following may be a disadvantage of working for a government agency?
a. Irregular work hours
b. Greater overtime hours
c. Billable hours required
d. Lower salaries

____ 38. Corporate paralegals are unlikely to have to
a. generate a specific number of billable hours per year.
b. wear professional clothing.
c. participate in continuing education.
d. All of these choices are correct.

____ 39. Benefits of working for government agencies include which of the following?
a. Higher salaries
b. More vacation time
c. Comprehensive employment benefits
d. More vacation time and comprehensive employment benefits
e. Higher salaries and comprehensive employment benefits

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____ 40. Paralegals working for government agencies typically
a. conduct legal research.
b. investigate welfare eligibility.
c. examine loan applications.
d. All of these choices are correct.

____ 41. Which of the following is *not* a task that a paralegal working for a government agency would undertake?
a. Conducting legal research
b. Offering legal advice to the head of the agency
c. Examining loan applications
d. Investigating welfare eligibility

____ 42. Which of the following is *not* a task that a paralegal working for a government agency would undertake?
a. Conducting legal research
b. Investigating welfare eligibility
c. Examining loan applications
d. All of these choices are correct.

____ 43. A position working for the Environmental Protection Agency is an example of a paralegal job with a
a. corporation.
b. law firm.
c. government agency.
d. None of these choices is correct.

____ 44. Which of the following government agencies employs the most paralegals?
a. U.S. Department of Justice
b. Social Security Administration
c. Department of the Treasury
d. Environmental Protection Agency

____ 45. The U.S. Department of Justice
a. employs the most paralegals of any federal government agency.
b. does not employ any paralegals.
c. employs about one-third of the paralegals who work for the government.
d. None of these choices is correct.

____ 46. The government agencies that employ the most paralegals include
a. the U.S. Department of Justice, the Social Security Administration, and the Department of the Treasury.
b. the U.S. Department of Justice, the Social Security Administration, and the Food and Drug Administration.
c. the U.S. Department of Justice, the Bureau of Land Management, and the Department of the Treasury.
d. None of these choices is correct.

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____ 47. A paralegal working in a legislative office may be asked to
a. research the legislative history of a law.
b. offer legal advice to a senator.
c. make hiring decisions.
d. None of these choices is correct.

____ 48. Paralegals may work for which of the following?
a. Public prosecutors
b. Public defenders
c. Public prosecutors and public defenders
d. None of these choices is correct.

____ 49. Public prosecutors are
a. paralegals paid by the government.
b. government officials paid by the government.
c. private attorneys.
d. None of these choices is correct.

____ 50. A person who prosecutes someone who has been accused of a crime is a
a. paralegal.
b. public prosecutor.
c. private attorney.
d. None of these choices is correct.

____ 51. Public prosecutors and public defenders _____ employ paralegals.
a. often
b. never
c. rarely
d. None of these choices is correct.

____ 52. Public defenders are
a. paralegals paid by the government.
b. attorneys paid for by the state to ensure that criminal defendants are not deprived of their constitutional right to be represented by counsel.
c. private attorneys.
d. None of these choices is correct.

____ 53. Attorneys paid for by the state to ensure that criminal defendants are not deprived of their constitutional right to be represented by counsel are
a. paralegals.
b. public prosecutors.
c. public defenders.
d. None of these choices is correct.

____ 54. District attorneys, state attorneys general, and U.S. attorneys are examples of
a. paralegals.
b. public prosecutors.
c. public defenders.
d. None of these choices is correct.

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____ 55. Legal aid offices
a. do not employ paralegals.
b. provide legal services to those who find it difficult to pay for legal representation.
c. are often funded by the government.
d. provide legal services to those who find it difficult to pay for legal representation and are often funded by the government.

____ 56. Which of the following is a benefit for a paralegal working in a legal aid office?
a. Lower salaries
b. Higher salaries
c. Shorter hours
d. Helping needy individuals

____ 57. Many paralegals working in legal aid offices find their jobs rewarding because they
a. receive high salaries.
b. work flexible hours.
c. are helping needy individuals.
d. are working for the government.

____ 58. People who cannot afford to pay high legal fees
a. cannot use paralegals.
b. are likely to get legal services from legal aid offices.
c. are likely to get legal services from large law firms.
d. None of these choices is correct.

____ 59. Paralegals who own their own businesses and perform specified types of legal work for attorneys on a contract basis are called _____ paralegals.
a. free
b. for-hire
c. freelance
d. private

____ 60. Paralegals who own their own businesses and perform specified types of legal work for attorneys on a contract basis are called _____ paralegals.
a. free
b. for-hire
c. contract
d. private

____ 61. Paralegals who own their own businesses and perform specified types of legal work for attorneys on a contract basis are called _____ paralegals.
a. free
b. for-hire paralegals
c. independent contractors
d. private paralegals

____ 62. Freelance paralegals are paralegals who
a. work for the government.
b. own their own businesses and perform specified types of legal work for attorneys on a contract basis.
c. work part time.
d. work for a firm with more than twenty-five attorneys.

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____ 63. Freelance paralegals are paralegals who
a. work for the government.
b. have a special certification from a university.
c. work part time for the government.
d. None of these choices is correct.

____ 64. Advantages to working as a freelance paralegal include which of the following?
a. The ability to set one's own schedule
b. The ability to work at home
c. The ability to set one's own schedule and the ability to work at home
d. None of these choices is correct.

____ 65. Which of the following is a disadvantage to working as a freelance paralegal?
a. The ability to set one's own schedule
b. The ability to work at home
c. The lack of job benefits such as employer-provided group medical insurance
d. None of these choices is correct.

____ 66. A legal technician or independent paralegal differs from a freelance paralegal in which of the following ways?
a. A legal technician can practice law.
b. A legal technician does not work under the supervision of an attorney.
c. A legal technician must have an undergraduate degree from an approved university.
d. None of these choices is correct.

____ 67. Freelance paralegals are at risk of
a. violating state statutes prohibiting the unauthorized practice of law.
b. offending paralegals who work for the government.
c. failing to pay enough in self-employment taxes.
d. None of these choices is correct.

____ 68. Which of the following are specialties in which paralegals may choose to work?
a. Litigation
b. Criminal law
c. Bankruptcy law
d. All of these choices are correct.

____ 69. Paralegals may *not* work in which of the following specialties?
a. Litigation
b. Criminal law
c. Bankruptcy law
d. None of these choices is correct.

____ 70. Of paralegals, 62 percent report that they work in which area?
a. Litigation
b. Criminal law
c. Bankruptcy law
d. Real estate law

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____ 71. Of paralegals, 20 percent report that they work in which area?
a. Corporate law
b. Criminal law
c. Bankruptcy law
d. Real estate law

____ 72. Of paralegals, 13 percent report that they work in which area?
a. Litigation
b. Criminal law
c. Contract law
d. Real estate law

____ 73. Of paralegals, 11 percent report that they work in which area?
a. Litigation
b. Criminal law
c. Bankruptcy law
d. Real estate law

____ 74. Stress on the job may result in all of the following *except*
a. health problems.
b. sloppy work.
c. a formal work environment.
d. missed deadlines.

____ 75. A person accused of a crime is prosecuted by a
a. public defender.
b. defense attorney.
c. public prosecutor.
d. private attorney.

____ 76. A legal aid office represents which population?
a. The needy
b. The middle class
c. The upper-middle class
d. The wealthy

____ 77. A(n) ____ provides services to attorneys on a contract basis.
a. independent paralegal
b. supervising attorney
c. legal technician
d. freelance paralegal

____ 78. Working a lawsuit through the court system is called
a. corporate law.
b. litigation.
c. real estate law.
d. estate planning.

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___ 79. A litigation paralegal might work in which of the following settings?
a. A general law practice
b. A small litigation firm
c. A litigation department of a larger law firm
d. All of these choices are correct.

____ 80. The ____ is the party against whom a lawsuit is brought.
a. defendant
b. colleague
c. attorney
d. plaintiff

____ 81. Negligence is a ____ that occurs when a person's carelessness causes harm to another.
a. tort
b. crime
c. contract
d. transaction

____ 82. ____ is the process of proving the validity of a will and ensuring that its instructions are carried out.
a. Estate planning
b. Trust administration
c. Probate
d. Locating heirs

____ 83. A ____ is *not* considered intellectual property.
a. trademark
b. patent
c. copyright
d. royalty

____ 84. Good document-creation skills are helpful in which of the following tasks?
a. Scheduling court dates
b. Managing calendars
c. Performing legal research
d. All of these choices are correct.

____ 85. Paralegals should be skilled in using which of the following programs?
a. Billing programs
b. E-mail
c. Calendaring
d. All of these choices are correct.

____ 86. Which of the following is the leading cause of malpractice lawsuits filed against attorneys?
a. Missed deadlines
b. Fraudulent financial charges
c. Sexual harassment
d. Breach of client confidentiality

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____ 87. Paralegals who specialize in assisting attorneys in the litigation process are called
a. litigation paralegals.
b. plaintiffs.
c. legal assistant paralegals.
d. court paralegals.

____ 88. _____ consists of the laws that govern the formation, financing, merger and acquisition, and termination of corporations, as well as the rights and duties of those who own and run corporations.
a. Litigation
b. Corporate law
c. Real estate law
d. Contract law

____ 89. Which of the following might be a duty of a paralegal specializing in corporate law?
a. Preparing and filing documents with a state agency to set up a corporation
b. Organizing and scheduling shareholders' meetings in accordance with state law
c. Preparing stock certificates
d. All of these choices are correct.

____ 90. Which of the following might be a duty of a paralegal specializing in contract law?
a. Preparing and filing documents with a state agency to set up a corporation
b. Preparing contracts and forms
c. Preparing stock certificates
d. All of these choices are correct.

____ 91. A paralegal specializing in real estate law might work in which of the following settings?
a. A small law firm specializing in real estate transactions
b. A real estate department in a large law firm
c. A corporation
d. All of these choices are correct.

____ 92. Negligence is a _____, or civil wrong.
a. tort
b. grievance
c. crime
d. mistake

____ 93. Which of the following might be a duty of a paralegal specializing in insurance law?
a. Reviewing government insurance regulations
b. Reviewing insurance contracts
c. Providing litigation assistance in lawsuits involving the insurance company
d. All of these choices are correct.

____ 94. Laws governing employment relationships are referred to collectively as ____ law.
a. contract
b. employment and labor
c. work
d. compensation

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____ 95. Which of the following falls under the category of employment law?
a. Sexual harassment
b. Disability income
c. Wrongful termination
d. All of these choices are correct.

____ 96. A(n) _____ is a legal arrangement in which the ownership of property is transferred to a third person to be used for the benefit of another.
a. trust
b. will
c. estate plan
d. haven

____ 97. _____ allows debtors to obtain relief from their debts.
a. Trust law
b. Contract law
c. Bankruptcy law
d. Relief law

____ 98. Which of the following might be a duty of a paralegal specializing in bankruptcy law?
a. Interviewing debtors
b. Reviewing insurance contracts
c. Writing contracts
d. All of these choices are correct.

____ 99. Literary works, such as books, and artistic works, such as songs, are protected by which type of law?
a. Copyright law
b. Contract law
c. Literary law
d. Patent law

____100. Firms' distinctive marks or logos are protected by which type of law?
a. Copyright law
b. Contract law
c. Literary law
d. Trademark law

____101. Inventions are protected by which type of law?
a. Copyright law
b. Contract law
c. Patent law
d. Trademark law

____ 102. Environmental law includes which of the following?
a. Regulation of air and water pollution
b. Natural resource management
c. Endangered species protection
d. Hazardous waste disposal
e. All of these choices are correct.

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____ 103. Which of the following employ paralegals specializing in environmental law?
a. Law firms that specialize in environmental law
b. Administrative agencies
c. Corporations
d. Law firms that specialize in environmental law and administrative agencies only
e. Law firms that specialize in environmental law, administrative agencies, and corporations

____ 104. _____ law is concerned with the duties that exist between persons or between citizens and their governments, excluding the duty not to commit crimes.
a. Contract
b. Civil
c. Criminal
d. Government

____ 105. _____ law is concerned with wrongs committed against the public as a whole.
a. Contract
b. Civil
c. Criminal
d. Government

____ 106. The emerging specialty of elder law allows the paralegal to assist in which of the following areas?
a. Estate-planning needs
b. Financial arrangements for long-term care
c. Abuse suffered by elderly patients
d. Visitation rights of grandparents
e. All of these choices are correct.

____ 107. _____ consult with legal professionals and others on medical aspects of legal claims or issues.
a. Medical paralegals
b. Nurse paralegals
c. Legal nurse consultants
d. None of these choices is correct.

____ 108. Legal nurse consultants are likely to work for which of the following?
a. Government offices
b. Law firms
c. Insurance companies
d. All of these choices are correct.

____ 109. Paralegal compensation is affected by a number of factors, including
a. firm size.
b. geographic location.
c. years of work experience.
d. area of practice.
e. All of these choices are correct.

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____ 110. Paralegal compensation is *not* affected by
a. firm size.
b. geographic location.
c. years of work experience.
d. area of practice.
e. None of these choices is correct.

____ 111. Career planning involves all of the following *except*
a. defining your long-term goals.
b. reevaluating your career.
c. identifying your short-term goals.
d. never deviating from your initial goals.

____ 112. In the specialty area of intellectual property, a paralegal would *not*
a. apply for trademarks.
b. seek copyright protection.
c. research patent rights.
d. design trademarks.

____ 113. Most paralegals are compensated primarily by
a. hourly wages.
b. salaries.
c. bonuses.
d. overtime.
e. hourly wages and salaries.

____ 114. Paralegals in the _____ generally receive better compensation.
a. Northeast
b. South
c. West
d. Midwest

____ 115. A typical paralegal annual bonus ranges from
a. $100 to $500.
b. $1,000 to $1,500.
c. $2,000 to $5,000.
d. $5,000 to $10,000.

____ 116. A paralegal is less likely to get a bonus if he or she
a. is paid an hourly wage rate with overtime.
b. has lots of work experience.
c. works at a large law firm.
d. works for the government.

____ 117. Which of the following is a key step in planning your career?
a. Defining long-term goals
b. Coming up with short-term goals
c. Reevaluating your career after some time on the job
d. All of these choices are correct.

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____ 118. Defining long-term career goals is important because it will help you to
a. define your short-term goals.
b. determine job realities.
c. determine your personal preferences and values and define professional goals.
d. All of these choices are correct.

____ 119. In locating potential employers, which of the following sources would be helpful?
a. Legal directories such as the Martindale–Hubbell Law Directory
b. Online employment ads
c. The Yellow Pages
d. Web home pages
e. All of these choices are correct.

____ 120. Networking is the process of
a. making friends.
b. being introduced to coworkers at a new job.
c. meeting other students.
d. making personal business connections in your field or profession.

____ 121. Students can begin networking by
a. cultivating relationships with instructors.
b. joining paralegal associations that allow student members.
c. cultivating connections during an internship.
d. All of these choices are correct.

____ 122. More paralegals find employment through _____ than through any other means.
a. newspaper ads
b. employment agencies
c. networking
d. online services

____ 123. _____ is the process of making personal connections with other paralegals, paralegal instructors, attorneys, and others who are involved in (or who know someone who is involved in) the paralegal or legal profession.
a. Facebooking
b. Strategizing
c. Networking
d. Linking in

____ 124. Which of the following can provide valuable inside knowledge of potential job openings?
a. The Yellow Pages
b. The International Paralegal Management Association (IPMA)
c. The state bar association
d. The IPMA and the state bar association

____ 125. Effective ways of building your professional network include which of the following?
a. Volunteering
b. Taking an internship
c. Taking an online course from home
d. Volunteering and taking an internship

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____ 126. When looking for a job, marketing your skills involves which of the following steps?
a. The application process
b. Interviewing
c. Following up on job interviews
d. All of these choices are correct.

____ 127. The _____ lists the names, addresses, telephone numbers, areas of legal practice, and other data for many lawyers and law firms around the country.
a. Guide to Paralegal Positions
b. Yellow Pages
c. Paralegal Law Directory
d. Martindale–Hubbell Law Directory

____ 128. _____ positions typically provide long-term employment with salary and benefits.
a. Temporary
b. Contract
c. Direct-hire
d. All of these choices are correct.

____ 129. Before applying for a paralegal position, you should assemble professional application materials, including a
a. résumé.
b. cover letter.
c. list of professional references.
d. portfolio.
e. All of these choices are correct.

____ 130. Which of the following materials are *not* necessary when applying for a paralegal position?
a. A résumé
b. A cover letter
c. A list of professional references
d. All of these choices are necessary.

____ 131. Which of the following materials are *not* necessary when applying for a paralegal position?
a. Proof of membership in a paralegal association
b. A cover letter
c. A list of professional references
d. All of these choices are necessary.

____ 132. The three stages of marketing your skills as a paralegal are
a. the application process, interviewing for jobs, and following up on job interviews.
b. the application process, interviewing for jobs, and getting a master's degree.
c. the application process, interviewing for jobs, and completing at least twelve hours of continuing education.
d. the application process, accepting a job, and following up on job interviews.

____ 133. Which of the following is a stage in marketing your skills as a paralegal?
a. The application process
b. Interviewing for jobs
c. Following up on job interviews
d. All of these choices are correct.

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____ 134. Which of the following is true about résumés?
a. They should not include personal data.
b. They should be prepared with a computer if possible.
c. They should be carefully proofread.
d. All of these choices are correct.

____ 135. Which of the following is true about cover letters?
a. They should be lengthy.
b. They are used as follow-up letters.
c. They should be directed to the person responsible for hiring.
d. They do not need to be proofread.

____ 136. The purpose of a cover letter is to
a. thank an employer for a job interview.
b. provide professional references.
c. transmit writing samples.
d. capture the attention of a recruiter.

____ 137. When providing professional references to a potential employer, which of the following sources should *not* be included on that list?
a. A paralegal instructor
b. An internship supervisor
c. A previous employer
d. Family members

____ 138. How many references should be included on the list of professional references used when applying for employment?
a. One to three
b. Three to five
c. Five to seven
d. Five to ten

____ 139. Which of the following is true when providing a list of professional references to potential employers?
a. You should list ten professionally relevant references.
b. Names of family members and friends should always be included.
c. A person's name should never be provided as a reference unless you have first obtained the person's permission.
d. You should provide the home address and telephone number of the reference.

____ 140. When providing writing samples to potential employers, you should
a. provide unrevised copies of school assignments.
b. not provide documents from work.
c. provide samples from work, deleting identifying references to the client.
d. include only one sample in your portfolio.

____ 141. Before going to a job interview, you should do your "homework" by doing which of the following?
a. Learning as much about the employer as possible
b. Learning the full name and position of the interviewer
c. Anticipating possible questions and preparing answers
d. Checking out the organization's website
e. All of these choices are correct.

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____ 142. Being on time is extremely important for a job interview. When preparing for an interview, you should
a. plan to arrive at least ten minutes before the interview.
b. be sure you know where the interviewer's office is located and how to get there.
c. find out whether parking is available nearby.
d. allow plenty of extra time to get there.
e. All of these choices are correct.

____ 143. Before a job interview, you should do which of the following?
a. Do your "homework" on the employer.
b. Plan your travel time to allow for an early arrival.
c. Plan a conservative appearance.
d. All of these choices are correct.

____ 144. Which of the following are types of questions that an interviewer may use during a job interview?
a. Closed-ended questions
b. Open-ended questions
c. Hypothetical questions
d. Pressure questions
e. All of these choices are correct.

____ 145. During a job interview, the interviewer asks you, "Have you ever assisted during trial?" This is an example of which of the following types of questions?
a. Closed-ended question
b. Open-ended question
c. Hypothetical question
d. Pressure question

____ 146. During a job interview, the interviewer asks, "How did you manage to get such good grades when working full-time while going to school?" This is an example of which type of question?
a. Closed-ended question
b. Open-ended question
c. Hypothetical question
d. Pressure question

____ 147. During a job interview, the interviewer asks, "What would you do if a client asks you to give legal advice?" This is an example of which type of question?
a. Closed-ended question
b. Open-ended question
c. Hypothetical question
d. Pressure question

____ 148. During a job interview, the interviewer says, "From your résumé, I see that you were only at your last job for three months. Did you leave voluntarily or were you asked to leave?" This is an example of which type of question?
a. Closed-ended question
b. Open-ended question
c. Hypothetical question
d. Pressure question

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____ 149. During a job interview, it is *not* appropriate for an interviewer to ask which of the following questions?
a. Are you married?
b. How many children do you have?
c. How old are you?
d. All of these choices are correct.

____ 150. A follow-up letter sent after a job interview should include which of the following items?
a. Thanks to the interviewer for spending time interviewing you
b. A reiteration of your availability for the position
c. A reiteration of your interest in the position
d. All of these choices are correct.

____ 151. The purpose of a record-keeping system created during a job search is to
a. help you stay abreast of your job-search activities.
b. create a resource for networking after you have obtained a position.
c. provide information for future career changes.
d. All of these choices are correct.

____ 152. Unless you are familiar with the salaries paid by a law firm, you should do which of the following?
a. Ask for the salary that you want and hope that you get it.
b. Ask for a low salary and hope that you get a higher one.
c. Give a salary range that you think should be acceptable to the employer.
d. Research the compensation paid to paralegals in similar jobs in your community.

____ 153. The options for paralegal career advancement do *not* include
a. being promoted to another job within the firm.
b. transferring to another department within the firm.
c. taking a job with another firm.
d. None of these choices is correct.

____ 154. Which of the following is true regarding career paths for paralegals?
a. Large law firms generally do not provide career paths for paralegal employees.
b. Small law firms usually have no predetermined career path for paralegal employees.
c. Government agencies usually do not have career paths for paralegal employees.
d. Large law firms and government agencies generally do not provide career paths for paralegal employees.

____ 155. Throughout your job search, you should do all of the following *except*
a. keep track of your contacts.
b. be patient.
c. be professional.
d. ignore the support staff.

____ 156. A résumé should usually be ____ in length.
a. one page
b. two pages
c. three pages
d. four pages

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____ 157. Avoid including personal data such as ____ in your résumé.
a. marital status
b. employment history
c. education
d. professional affiliations

____ 158. Attorneys generally prefer ____ résumés.
a. traditional
b. e-mailed
c. long
d. faxed

____ 159. Your professional portfolio should include all of the following *except*
a. your photograph.
b. a list of references.
c. letters of recommendation.
d. writing samples.

____ 160. If the interviewer provides an opportunity for you to ask questions, you should *not* ask which of the following questions?
a. "Does the firm have an in-house library?"
b. "How are paralegals supervised, and by whom?"
c. "Will client contact be direct or indirect?"
d. "How long do we have for lunch?"

____ 161. Factors to consider in evaluating a job offer, in addition to salary, likely include all of the following *except*
a. job benefits.
b. opportunities for advancement.
c. location.
d. receptionist's name.

____ 162. Possible paths to career advancement within the same firm include all of the following *except*
a. educating your employer about your abilities so that you can take on more responsibility.
b. applying for a job in another firm.
c. transferring to a different department or branch office.
d. acquiring additional education.

____ 163. A _____ should mention again your availability and interest in the position, thank the interviewer for his or her time in interviewing you, and perhaps refer to a discussion that took place during the interview.
a. cover letter
b. follow-up letter
c. thank-you letter
d. job application

____ 164. Which of the following should be included in each file of your job-search records?
a. Telephone numbers
b. Addresses
c. Dates of contact
d. E-mails from potential employers
e. All of these choices are correct.

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____ 165. Which of the following should be considered regarding compensation?
a. Is the salary an annual salary or will you be paid by the hour?
b. Is the salary negotiable?
c. Is there an annual bonus?
d. All of these choices are correct.

____ 166. Problems from stress in the workplace include which of the following?
a. Health problems
b. Mistakes in work
c. Missed deadlines
d. All of these choices are correct.

____ 167. Ways to reduce stress problems include which of the following?
a. Prioritize tasks through consultation with your supervising attorney.
b. Ask your supervisor to assign another person to help you.
c. Complain about your workload to a family member.
d. Prioritize tasks through consultation with your supervising attorney, and ask your supervisor to assign another person to help you.

____ 168. To reduce the likelihood of stress in the office, it is important to be
a. organized.
b. clear about responsibilities.
c. productive.
d. All of these choices are correct.

SHORT ANSWER

169. List and describe the categories of information that should be included on a résumé. Provide examples, using information about yourself.

170. What information should be included in a cover letter accompanying a résumé for a job application?

171. List and describe the items that should be included in a job applicant's portfolio.

172. List and describe the types of organizations where paralegals work.

173. List and briefly describe five of the paralegal specialties discussed in Chapter 2 in the text.

174. Discuss the pros and cons of submitting your résumé to a firm by e-mail.

175. What are the main components of paralegal compensation? What are some of the factors affecting paralegal compensation?

176. Describe some of the ways in which a paralegal's proficiency with typical office software might improve his or her competitiveness in the job market and be of benefit to the paralegal's employer.

177. Describe networking and how it might benefit a paralegal seeking employment.

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178. What can you do before a job interview to improve your chances of getting the job?

179. Describe how a paralegal job applicant should maintain a job-hunting file system, and explain some of the benefits of having these files.

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CHAPTER 2: CAREER OPPORTUNITIES
ANSWER KEY

MULTIPLE CHOICE

1.	B	46.	A	92.	A
2.	A	47.	A	93.	D
3.	D	48.	C	94.	B
4.	D	49.	B	95.	D
5.	A	50.	B	96.	A
6.	A	51.	A	97.	C
7.	B	52.	B	98.	A
8.	B	53.	C	99.	A
9.	B	54.	B	100.	D
10.	A	55.	D	101.	C
11.	D	56.	D	102.	E
12.	A	57.	C	103.	E
13.	D	58.	B	104.	B
14.	A	59.	C	105.	C
15.	C	60.	C	106.	E
16.	C	61.	C	107.	C
17.	A	62.	B	108.	D
18.	D	63.	D	109.	E
19.	A	64.	C	110.	E
20.	A	65.	C	111.	D
21.	D	66.	B	112.	D
22.	C	67.	A	113.	E
23.	D	68.	D	114.	C
24.	E	69.	D	115.	C
25.	C	70.	A	116.	A
26.	A	71.	A	117.	D
27.	B	72.	C	118.	C
28.	A	73.	D	119.	E
29.	D	74.	C	120.	D
30.	C	75.	C	121.	D
31.	C	76.	A	122.	C
32.	B	77.	D	123.	C
33.	A	78.	B	124.	D
34.	B	79.	D	125.	D
35.	C	80.	A	126.	D
36.	E	81.	A	127.	D
37.	D	82.	C	128.	C
38.	A	83.	D	129.	E
39.	D	84.	D	130.	D
40.	D	85.	D	131.	A
41.	B	86.	A	132.	A
42.	C	87.	A	133.	D
43.	C	88.	B	134.	D
44.	A	89.	D	135.	C
45.	A	90.	B	136.	D
		91.	D	137.	D

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138. B
139. C
140. C
141. E
142. E
143. D
144. E
145. A
146. B
147. C
148. D
149. D
150. E
151. E
152. D
153. E
154. B
155. D
156. A
157. A
158. A
159. A
160. D
161. D
162. B
163. B
164. E
165. D
166. D
167. D
168. D

SHORT ANSWER

169. The answer should be written in complete sentences and paragraphs. The categories of information that should be discussed include name, address, telephone number, e-mail address and other contact information if applicable, employment objective, education, employment history, legal work experience, related work experience, professional affiliations and memberships, and selected accomplishments.

170. A cover letter should point out things about the applicant and his or her qualifications for the position that might persuade a recruiter to examine his or her résumé. Some items to include are high academic standing at school (if applicable), eagerness to specialize in the same area of law as the position that is available, and willingness to relocate to the employer's location. The applicant's job is to convince the recruiter that he or she is a close match to the perfect candidate for the job. The applicant should also include information so that the reader knows when and where he or she can be reached.

171. The materials that are needed for the job application process are:
- Résumé—A document that summarizes the applicant's employment and educational background.
- Cover letter—A letter that accompanies the résumé used when contacting an employer.
- Professional references—A list of people whom the firm can contact to obtain information about the applicant's abilities.
- Letters of recommendation—Letters written by previous employers or instructors recommending the applicant for a position.
- Writing samples—Samples of written legal documents prepared by the applicant, either in school or at work.
- Transcripts—A list of courses and grades from the applicant's college or university and paralegal education program.
- Other relevant professional information—Professional certification or achievement documents.

172. Student answers might include the following:
Small law firms:
- Advantages—Exposure to a greater variety of substantive legal areas; personal atmosphere and less formal environment; greater variety of tasks; greater flexibility of hours/procedures
- Disadvantages—Less potential for advancement; lower salaries and fewer benefits; less support staff; possibly less access to computers; billable hours required

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Large law firms:
- Advantages—Greater opportunities for promotions and career advancement; higher salaries and better benefits packages; more support staff for paralegals; more computer technology; greater access to research sources
- Disadvantages—Highly specialized work; less variety of tasks; formal atmosphere; billable hours required

Corporations:
- Advantages—More regular hours; less stress; no billable hours required; higher salaries than those for paralegals who work for law firms
- Disadvantages—Specialized work; formal atmosphere; administrative work

Government agencies:
- Advantages—Regular working hours; more vacation time; no billable hours; extensive employment benefits
- Disadvantages—Lower average salaries than in law firms and corporations; specialized work; administrative work

Legal aid offices:
- Advantages—Personal satisfaction in providing legal services to those in need; wide array of responsibilities
- Disadvantages—Lower salaries than in other settings

173. Student answers might include the following:
- Litigation—Paralegals who specialize in litigation assistance work with litigation (trial) attorneys. Litigation paralegals work for all sizes and types of practices. They usually specialize in a certain type of litigation, such as personal injury, product liability, or specifically working on behalf of plaintiffs or defendants.
- Corporate law—Paralegals who specialize in corporate law may work for a corporation, in its legal department, or for a law firm that specializes in corporate law. Tasks performed by corporate law paralegals include preparing documents and filing them with the appropriate state agency to incorporate a new business, keeping corporate records, and organizing shareholders' meetings.
- Contract law—Paralegals who specialize in this area may work for a corporation's legal department, for a large law firm, or for a government agency. Their tasks may include preparing contracts, reviewing contract terms related to compliance or breach, and researching the law governing contracts.
- Real estate law—Paralegals who specialize in real estate work for a variety of employers, including small law firms, real estate departments in large law firms, corporations or other firms that buy or sell real property, and banks. Some of the tasks that they perform include drafting contracts for the sale of real estate, drafting mortgage agreements, drafting and recording deeds, and scheduling closings.
- Personal-injury law—Legal assistants who work in personal-injury law work in litigation. They tend to specialize in negligence cases that have resulted in personal injury to the client, such as auto accidents. They may also work for insurance companies investigating claims.
- Insurance law—Paralegals working in this area may work for law firms that defend insurance companies in litigation or they may work directly for insurance companies. Their tasks may include monitoring compliance with government insurance regulations, reviewing insurance contracts, investigating claims, and assisting in litigation. Insurance also is often an important factor for clients involved in personal-injury, malpractice, and other litigation.

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- Employment and labor law—Paralegals who work in employment and labor law may work for law firms, businesses, or government agencies. Often paralegals specialize in just one of the many areas of employment law, such as workers' compensation, employment discrimination, wrongful termination, pension plans, or retirement and disability income. Paralegals who work in employment and labor law may also work with various administrative agencies, including workers' compensation boards.
- Estate planning and probate administration—Paralegals who specialize in this area assist with tasks such as drafting wills and documents required to set up trusts, probating estates, gathering information relating to debts and assets of the deceased, or locating heirs.
- Bankruptcy law—Paralegals who work in bankruptcy law may work in large or small firms. They assist entities with the bankruptcy process, a detailed process governed by federal law.
- Intellectual property law—Paralegals working in this area may work for law firms or in corporate legal departments. The type of work in which they may be involved includes registering copyrights, patents, or trademarks with the federal government and other activities relating to registration.
- Environmental law—Paralegals specializing in environmental law work for government agencies, state agencies, large law firms, environmental law firms, and corporations. They perform a variety of tasks, from compliance work to litigation.
- Family law—Paralegals specializing in family law could work for a small family law practitioner, a family law department in a large firm, or a state or local agency that assists people with family-related problems. Tasks that are performed by family law paralegals include interviewing clients, researching the law, and preparing documents to be filed with the court.
- Criminal law—Paralegals who specialize in criminal law may work for public prosecutors, public defenders, or criminal defense attorneys. Criminal litigation is similar to civil litigation in many respects, and the kinds of work performed by litigation paralegals also apply in the criminal law context.

174. Student answers might include the following:
    - PROS: E-mail is faster than regular mail or express delivery services and can be immediately available to the firm.
    - CONS: E-mail résumés do not look as nice as hard-copy résumés, and some firms are not used to receiving submissions via e-mail. Attorneys generally prefer traditional résumés. If an advertisement lists an e-mail address, it is best to submit the application via e-mail and follow up with a printed copy of the letter and résumé as well.

175. The main components of paralegal compensation are salary (which may include bonus or overtime pay) and benefits (which may include paid holidays; sick leave; group insurance coverage for medical, dental, life, and disability insurance; pension plans; and other benefits). Paralegal compensation is affected by a number of factors, including the size of the firm or legal department and the specialty area in which the paralegal practices. Another income-determining factor is the paralegal's years of experience. Typically, more experienced paralegals enjoy higher rates of compensation. This is particularly noticeable when a paralegal has worked for the same employer for a long period of time. Another major factor that affects paralegal compensation is geographic location. Currently, paralegals who work in the West enjoy higher levels of compensation than paralegals in other regions of the country. However, salary figures represent averages and can therefore be deceptive. For example, a paralegal working in a rural area of Washington State may not earn as much as a paralegal who works in Chicago. Also, salary statistics do not tell the whole story. Although paralegals earn more in California than in Nebraska, the cost of living is higher in California than in Nebraska. This means that a paralegal's real income—the amount that can be purchased with a particular salary—may, in fact, be the same in both states despite the differences in salary.

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176. Most law firms use a variety of software applications, including computerized billing programs, e-mail, calendaring software, and legal research applications. To be competitive in the job market, paralegals should be skilled at using these programs. For example, paralegals are often responsible for keeping track of the deadlines for filing court documents, along with court filing fees and requirements. Local court rules specify the filing dates and fees for different kinds of cases, but these rules change regularly. Failure to submit documents by the due date can result in a court's dismissing the case or the client's dismissing the firm. Moreover, missed deadlines are a leading cause of malpractice (professional negligence) lawsuits filed by clients against attorneys. Many firms have computerized calendaring software to help ensure that attorneys do not miss important dates and to calculate required fees based on the local court rules. Such software could suit the needs of a small law firm that handles only local cases, but it might not be adequate if the firm handles cases in numerous counties or states. Rather than buying a more comprehensive and expensive calendaring program and incurring the costs of installation and training, the firm could use an online calendaring service. A paralegal who knows about the availability of online calendaring applications could suggest that the firm use these services on a pay-per-use basis, which could save the firm time and funds. The paralegal might gain the respect and appreciation of the firm and might be asked for his or her input regarding future technology decisions.

177. Career opportunities often go unpublished. Many firms post notices within their own organizations before publishing them online or in the "Help Wanted" section of a newspaper or periodical. If a paralegal has connections within an organization, he or she may be told that a position is opening up before other candidates are aware that an opportunity exists. More paralegals find employment through networking than through any other means. For paralegals, networking is the process of making personal connections with other paralegals, paralegal instructors, attorneys, and others who are involved in (or who know someone who is involved in) the paralegal or legal profession. Online networking is becoming popular as well. Professional organizations and student internships also offer important networking opportunities.

178. You can do many things prior to the interview to improve your chances of getting the job.
First, do your "homework." Learn as much about the employer as possible. Check with your instructors or other legal professionals to find out if they are familiar with the firm or the interviewer. Check the employer's website, if there is one, and consult relevant directories, such as legal and company directories, as well as business publications. When you are called for an interview, learn the full name of the interviewer, so that you will be able to address him or her by name during the interview and properly address a follow-up letter. During the interview, use Mr. or Ms. in addressing the interviewer unless directed by the interviewer to be less formal. Anticipate and review the questions that you might be asked during the interview. Then prepare (and possibly rehearse with a friend) your answers to these questions. Be prepared to be interviewed by a "team" of legal professionals, such as an attorney, a paralegal, and perhaps others from the firm. Promptness is extremely important. Plan to arrive for the interview at least ten minutes early, and allow plenty of extra time to get there. If the firm is located in an area that is unfamiliar to you, make sure that you know how to get there, how long it will take, and, if you are driving, whether parking is available nearby. Appearance is also important. Wear a relatively conservative suit or dress to the interview, and limit your use of jewelry or other accents. You can find further tips on how to prepare for a job interview by checking online career sites or by looking at books dealing with careers and job hunting.

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179. To stay on top of job-search activities, the job applicant needs to construct a filing system. This is done by creating a separate file for each potential employer, and keeping copies of all letters, including e-mail messages, to that employer in the file, along with any responses.
The applicant might also want to keep lists or notes with addresses, telephone numbers, e-mail addresses, dates of contacts, advantages and disadvantages of employment with the various firms that the applicant contacted or by which the applicant was interviewed, topics discussed at interviews, and the like. Then, when called for an interview, the applicant will have information on the firm at his or her fingertips. Always keep in mind that when looking for paralegal employment, the applicant's "job" is finding work as a paralegal—and it pays to be efficient. The applicant's files will also provide an excellent resource for networking even after he or she has a permanent position. The files may also provide useful information for a career change in the future.

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