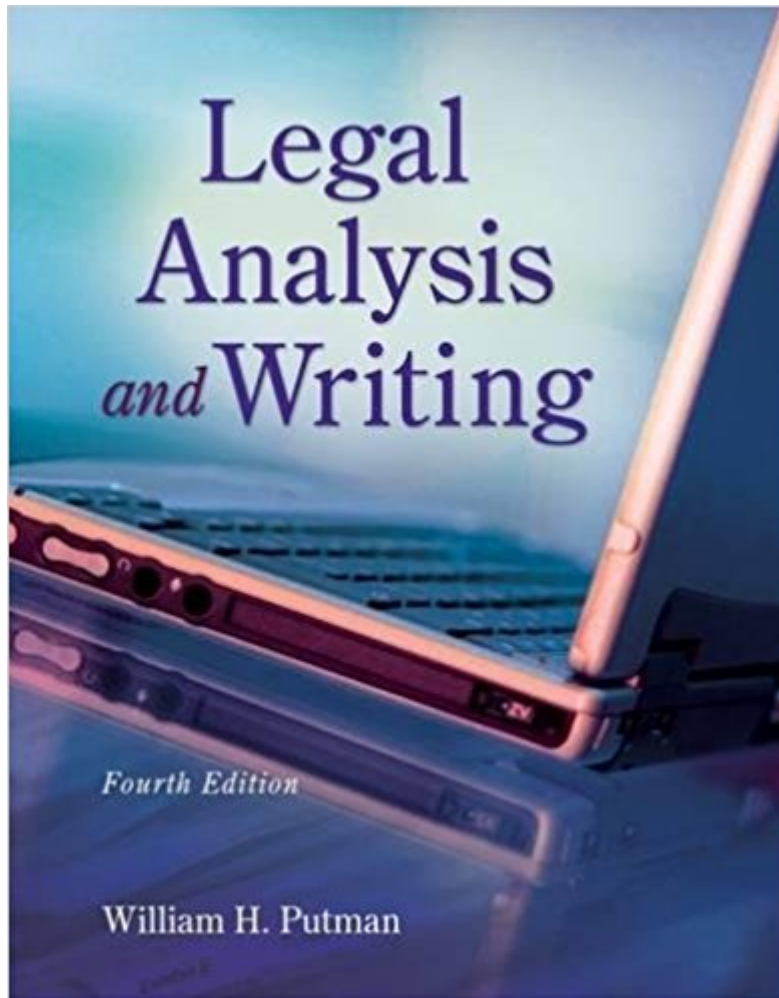




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Book Information

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William Putman is a lawyer and former instructor in the programs for Legal Assistant Studies at Central New Mexico Community College in Albuquerque and Paralegal Studies at Santa Fe Community College. A member of the New Mexico Bar since 1975, he received his Juris Doctor

degree from the University of New Mexico School of Law.

I am currently a paralegal student and unfortunately our class does not use this book. I found the book we are required to use incredibly frustrating at best. A friend recommended this book and I purchased it to help me through two semesters. This book is clear and concise. It starts out with Part 1 refreshing your memory of what you learned in high school civics, which is necessary to understand if you want to work as a paralegal. Part 2 moves onto The Specifics of Legal Analysis-in 7 important chapters, covering statutory analysis, case law and case briefing, key facts, issue identification, state the issue, case law application and counteranalysis. Part 3 moves into Legal Writing in 6 chapters, covering effective legal writing skills, fundamentals of writing, memorandum assignments on issues and facts, analysis to conclusions, court briefs, and general correspondence. The appendix has 4 great reference parts that really help you put it all together. This is a very well written book. We all know how much textbooks cost, and I found in this one instance, buying an extra book to supplement the lack luster one required for my class, is worth every penny. I plan on keeping this one for reference, can not say the same about the required one. I find myself referring to this book more often than the required book and it has really helped me to complete assignments for all my classes. This book is written in a more logical order and is incredibly easy to follow. It's not like we can choose the textbooks for our classes, but if you are lucky enough to be required to buy this book for class, rest assured, you will do fine with this one!

Excellent for someone new to legal writing.

This fourth edition is a fantastic read, the author has condensed some material and designed a terrific chapter outline with additional reading opportunities at the end of each chapter. Easy to annotate and the content is comprehensive. This is the ideal textbook for new law students and graduates alike. There are sections devoted to vocabulary and case examples cited in the text for immediate application of the material. I especially enjoy how memorable this book is because the content is delivered so well. This book teaches the student how to properly cite and research independently for course assignments, with its outstanding framework of the justice system. The additional tools within the chapters including up-to-date legal statutes sites make this text a highly powerful tool for independent or group work assignments. I'm further impressed with the delivery of my book and the modest rental price.

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