

# Chapter 3 Study Guide

## Question 1

2.5 / 2.5 points

All of the following are important tools in job searches except:

- A) An electronic resume.
- B) A portfolio.
- C) A set of transcripts.
- D) All are important tools in job searches.

## Question 2

0 / 2.5 points

As evidenced by the sample in the text, a paralegal resume should be:

- A) One page.
- B) Two pages.
- C) Three pages.
- D) Four pages

## Question 3

0 / 2.5 points

Which is not an administrative procedure found in the law office?

- A) Time keeping records
- B) Statements of client funds held in an attorney trust account
- C) Lists of present and former clients and the types of matters for which they sought legal advice
- D) All the above are administrative functions found in the law office.

## Question 4

0 / 2.5 points

All of the following are recognized arrangements for law firms. Which can raise ethical concerns related to confidentiality?

- A) Shared office arrangement
- B) Large firm
- C) Partnership
- D) All of the above

## Question 5

0 / 2.5 points

Freelance or self-employed paralegals

- A) work on projects assigned by various attorneys
- B) must take special precautions to avoid conflicts of interest
- C) both a and b
- D) none of the above

## Question 6

0 / 2.5 points

When no interest is being earned on small monies held for clients by the law firm

- A) there is no requirement to keep written record of receipts and disbursements for small deposits
- B) the requirements to keep written records of receipts and disbursements are the same for all monies held on behalf of a client
- C) there is no requirement to keep records where small deposits are maintained in an IOLTA account
- D) none of the above

**Question 7**

0 / 2.5 points

In preparing for a job interview you should do all of the following, except:

- A) Know your resume
- B) Know something about the company or firm
- C) Know the questions it is inappropriate for the interviewer to ask
- D) Never say "I don't know."

**Question 8**

0 / 2.5 points

Paralegals and attorneys generally keep track of their time

- A) to bill clients who have entered an hourly representation fee agreement
- B) to over charge clients who have entered a contingent fee arrangement
- C) to keep track of employee productivity
- D) both a and c

**Question 9**

0 / 2.5 points

Retainer payment made by the client at the inception of representation

- A) belongs to the client until earned by the attorney
- B) belongs to the attorney upon receipt
- C) if unused must be returned to the client
- D) both a and c

**Question 10**

0 / 2.5 points

A law firm handles disputes related to toxic torts is a

- A) general practice
- B) specialty practice
- C) corporate practice
- D) none of the above

**Question 11**

0 / 2.5 points

Familiarity with accounting methods and financial records will assist the paralegal in

- A) family law

- B) trust and estate administration
- C) personal injury litigation
- D) all of the above

**Question 12**

0 / 2.5 points

IOLTA accounts represent

- A) client funds held in individual interest bearing accounts
- B) multiple client funds aggregated in one interest bearing account with interest paid to a court designated agency like legal aid
- C) multiple client funds aggregated in one interest bearing account with interest paid to the attorney
- D) multiple client funds aggregated in one non-interest bearing account

**Question 13**

0 / 2.5 points

Your resume should include

- A) education background including honors
- B) work experience including volunteer activities
- C) personal information including marital status
- D) both a and b

**Question 14**

0 / 2.5 points

During a job interview, a paralegal should:

- A) Never ask questions of the interviewer, because it is too forward
- B) Ask questions of the interviewer because it shows preparation
- C) Dress in a way that makes you the most comfortable, so you are able to do your best.
- D) B and C

**Question 15**

0 / 2.5 points

In midsized to larger law firms, the one who has the most executive power is:

- A) The senior partner.
- B) The rainmaker.
- C) The litigation department head.
- D) The managing partner.

**Question 16**

0 / 2.5 points

The term that describes the establishment of contacts or relationships for professional purposes is known as:

- A) Schmoozing.
- B) Networking.
- C) Smorgasbording.

- D) Profiling.

**Question 17**

0 / 2.5 points

Pro bono paralegals are those who:

- A) Think U2 is the best rock band in the world.
- B) Engage in legal work that is in favor of political change.
- C) Engage in legal work without compensation, or with reduced rates.
- D) None of the above.

**Question 18**

0 / 2.5 points

Two of the main administrative functions are

- A) Timekeeping and conflict checking
- B) Timekeeping and legal research.
- C) Conflict checking networking.
- D) Legal research and discovery.

**Question 19**

0 / 2.5 points

All but which of the following are formats that may be used in preparing a resume?

- A) functional
- B) chronological
- C) alphabetical
- D) reverse chronological

**Question 20**

0 / 2.5 points

If you plan to send your resume as an attachment to an email, the only way you can be sure the person you are sending it to can read it is if you send it as a(n) \_\_\_\_\_ file.

- A) Word
- B) WordPerfect
- C) ASCII
- D) Excel

---

**Attempt Score:** 2.5 / 5 (50%)