

Name: _____

KEY!!Date: Sept. 15, 2022 in class! Score: 20 / 20**QUIZ #1: Paralegal Roles & Skills; Career Opportunities! (M&M chs. 1 & 2)****+ 2³**
22**Instructions:** In the spaces at the left, write the CAPITAL letters of the best answers. 2 points each!

- A** 1. "Paralegal" and "legal assistant" are synonyms (mean the same; interchangeable). (A) true (B) false ☺
- B** 2. If you graduate from City Tech with a Bachelor of Science degree in Paralegal Studies, you are a "certified paralegal" in NY State. (A) true (B) false
- A** 3. An individual must be licensed by a state government in order to work as:
(A) an attorney (B) a paralegal (C) both A and B (D) neither A nor B
- D** 4. Which of the following statements is/are true about paralegals?
(A) They are not licensed to practice law. (C) They may not give legal advice.
(B) They may not represent clients in most judicial proceedings. (D) All of the above (A through C).
- D** 5. Which of the following tasks may be performed by a paralegal?
(A) assisting attorneys in preparing for trial (C) preparing initial drafts of legal documents
(B) interviewing clients and witnesses (D) all of the above (A through C).
- C** 6. Which of the following tasks may not be performed by a paralegal?
(A) assisting attorneys in preparing for trial (C) giving legal advice to clients
(B) conducting legal research (D) all of the above (choices A through C).
- B** 7. When a client asks a legal assistant for legal advice, the legal assistant may give the client an opinion, provided the paralegal's non-lawyer status is made very clear to the client. (A) true (B) false
- E** 8. Types of law offices where paralegals may work include:
(A) private law firms
(B) legal aid offices (like public defenders, or Legal Aid Society)
(C) nonprofit advocacy organizations (like NAACP or People for the Ethical Treatment of Animals)
(D) corporations ("in-house")
(E) all of the above (A through D)
- E** 9. Which of the following information should be included in a resume? (A) employment history
(B) education history (C) relevant skills (D) contact information (E) all of the above (A through D)

BONUS! (1 point each—ONLY IF you answer ALL of questions 1-9, according to the instructions!)

- I. Communication skills that are required to be a good paralegal include: **E**
(A) writing (B) listening (C) speaking (D) reading (E) all of the above
- II. Name the two main requirements to be considered a "certified paralegal."

- ① paralegal education (academic degree OR certificate)
- ② pass a standardized exam