

1. Record Nr.	UNINA9910672265303321
Autore	Small Daniel I
Titolo	Preparing Witnesses [[electronic resource] ] : A Practical Guide for Lawyers and Their Clients
Pubbl/distr/stampa	Lanham, : American Bar Association, 2015
ISBN	1-62722-756-3
Edizione	[4th ed.]
Descrizione fisica	1 online resource (393 p.)
Disciplina	347.73/75 347.7375
Soggetti	Examination of witnesses -- United States Trial practice -- United States Examination of witnesses - United States Trial practice - United States Law - U.S Law, Politics & Government Law - U.S. - General
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di contenuto	Understanding the Conversation GapBridging the Conversation Gap; Chapter 7: The Control Gap; Defining the Control Gap; Understanding the Control Gap; Bridging the Control Gap; Chapter 8: Preparing Ourselves; Goals; Methods; Tools; Witness Notebook; Witness Outline; Chapter 9: Understanding the Audience; How to Help the Audience Understand Your Case; Humanize the Witness; Humanize the Party; Simplify the Language; Simplify the Message; Chapter 10: Three Mistakes Witnesses Make; 1. "I'll Just Tell My Story."; Consider the Questioner's Advantages; Experience; Preparation; Documents Other WitnessesScript; Don't Walk in Unprepared; 2. "It's Too Expensive."; 3. "I Didn't Do Anything Wrong."; Chapter 11: Seven Mistakes Lawyers Make; 1. "I'm Too Busy."; 2. "The Client Is Too Busy."; 3. "All Witnesses Are Created Equal."; 4. "You Never Know What They'll Ask."; Wear the Opponent's Hat; Use What's Out There; Use Their Stuff; Use Other Lawyers; 5. Preaching, Rather Than Teaching; 6. "The Law Is the Law."; 7. "Do I Need to Draw You a Road Map?"; Chapter 12: What

Preparation Means; Mistakes of Preparation; Not Comprehensive Enough; Not Tough Enough  
Seven Steps for Preparing the Witness1. Start with an Introduction; 2. Review the Facts; 3. Review the Process; 4. Put It Together; 5. Anticipate Problems; 6. Do a Dry Run; 7. Review Transcript; The When and Where of Preparation; Chapter 13: Basic Principles; Principle 1: Listen, Listen, Listen; Principle 2: Don't Try Too Hard; Chapter 14: Rule 1: Take Your Time; Multitasking; Fairness; Chapter 15: Rule 2: Always Remember You Are Making a Record; Keys to Testifying Successfully; Take Your Time; Be Conscious of Language; 1. Confusing Language; 2. Jargon Language; 3. Legalese  
4. Relative Language5. Loaded Language; Chapter 16: Rule 3: Tell the Truth; 1. The Truth; "Oh, What the Heck!"; Mistakes; 2. The Whole Truth; The Bad Stuff; Be Yourself; The Good Stuff; 3. Nothing but the Truth; Chapter 17: Rule 4: Be Relentlessly Polite; The Audience; The Challenge; Be Positive; Be Relentlessly Polite; Keep Your Cool; Don't Tease the Bear; Leave It to the Lawyers; Don't Play Games; Don't Get Spooked by Details; Take the Questioner's Frustration as a Compliment; Chapter 18: Rule 5: Don't Answer a Question You Don't Understand!; Three Tests for Questions; Clarity  
Comprehension

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#### Sommario/riassunto

This completely revised and updated fourth edition of Preparing Witnesses: A Practical Guide for Lawyers and Their Clients, will improve witness preparation skills. This book is an invaluable aid in refining skills for delivering witness testimony with an impact.

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