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Question: 1

Precinct is to captain as _____ is to _____.

- A. policeman : beat
- B. president : congress
- C. hospital : surgeon
- D. manager : director

Answer: C

Explanation:

In a police station, a precinct is the domain of a captain; it is where he works. The same is true of the relationship between a hospital and a surgeon, in that a hospital is the domain of a surgeon. In choice A, a policeman has a beat, so the analogy is reversed and thus incorrect. A president is above congress, so choice B is not correct. And in choice D, a manager and a director are basically the same thing.

Question: 2

Veronica is a paralegal for attorney Joel Colby. For years, Joel's practice has been to send her copies of all his email correspondence with clients. For several months now, Veronica finds that Joel's clients keep emailing her because he is not responding to them. Which of the following is the best course of action for Veronica?

- A. Go to the senior partner and ask him what to do about Joel.
- B. Ask the senior partner if she can be transferred to another supervising attorney.
- C. Go online and see what kind of paralegal openings there are in other firms.
- D. Take Joel to lunch and ask what she can do to help him keep up with his email.

Answer: D

Explanation:

By asking Joel how she can help, Veronica has identified a problem without offending him or undermining his authority. If a senior partner were to get involved, as in choice A, the situation would not be remedied; Joel would most likely feel vindictive towards Veronica, and the situation would not improve. Choices B and C both leave the issue unresolved and thus would not help Veronica develop professionally.

Question: 3

Six is to nine as _____ is to _____.

1. 12:8
2. 14:21
3. 1:3
4. 12:20

Answer: C

Explanation:

Mathematically, $9 = 6 \times 1.5$, and $21 = 14 \times 1.5$. In choice A, 12 is divided by 1.5. Choice C has a multiplier of 3, and choice D simply adds 8.

Question: 4

Some shih tzus are grey. Some grey dogs are good at agility. Some dogs good at agility are not shih tzus. Based on these propositions, which of the following could be true?

- A. No grey dogs are good at agility.
- B. No dogs good at agility are grey.
- C. Some shih tzus are good at agility
- D. All grey dogs are shih tzus.
- E. All shih tzus are good at agility.

Answer: C

Explanation:

The logical conclusion, after analyzing the propositions, is that some shih tzus are good at agility. There is no proposition that says no grey dogs are good at agility, or that a grey dog is not good at agility. It doesn't make sense to say that all grey dogs are shih tzus, and all shih tzus can't logically be good at agility.

Question: 5

Leonid has been given several cartons of paper involving a bankruptcy case. The attorney tells him everything has to be ready by the end of the week because that is when the claim must be filed. Leonid does not see how it can all be done because he has other deadlines approaching. Which of the following is the best course of action for Leonid?

- A. Tell the attorney that there is no way he can have everything ready by the end of the week unless the other deadlines can be moved back.
- B. Check with the other paralegals to find out if someone can help him.
- C. Be thankful the attorney has so much faith in him; he will work as much overtime as necessary to get the job done.
- D. Break down exactly how long it will take, then meet with the attorney and discuss priorities and re-assigning part of the other work.

Answer: D

Explanation:

Identifying the main and secondary issues is the best route to follow, and indicates the paralegal is learning how to responsibly manage his time. Choice A might result in the attorney having a lower esteem for Leonid. Finding someone else to do the work, as in choice B, would also not be a wise decision. By choosing choice C, Leonid would likely make errors that could be costly.

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