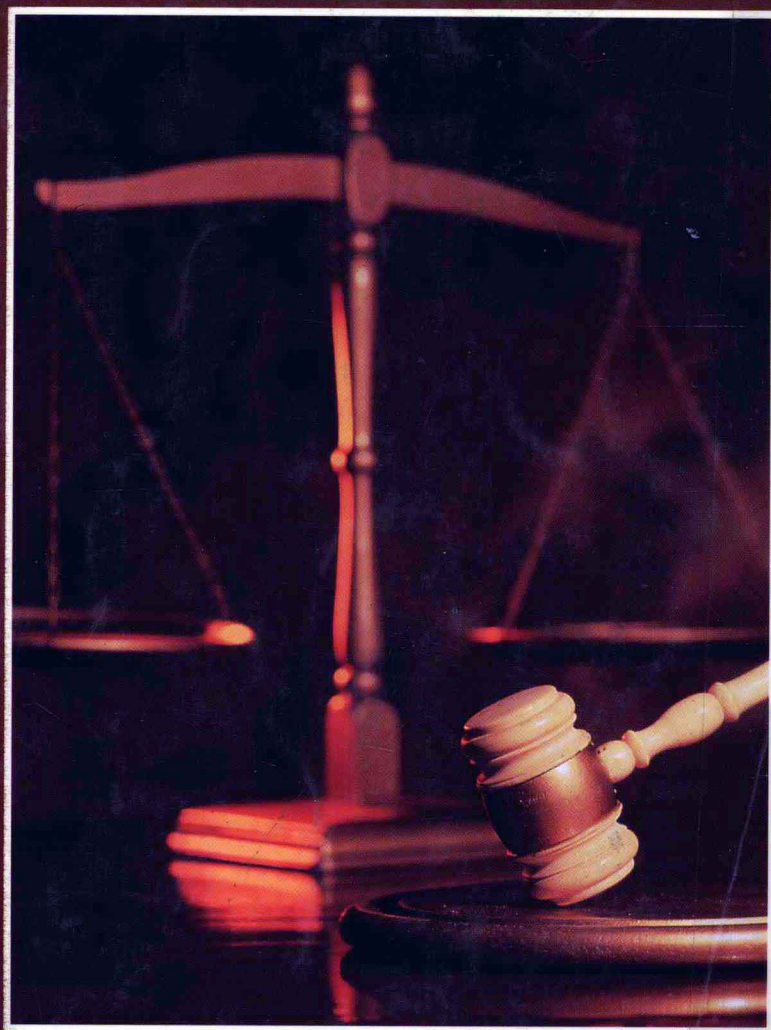


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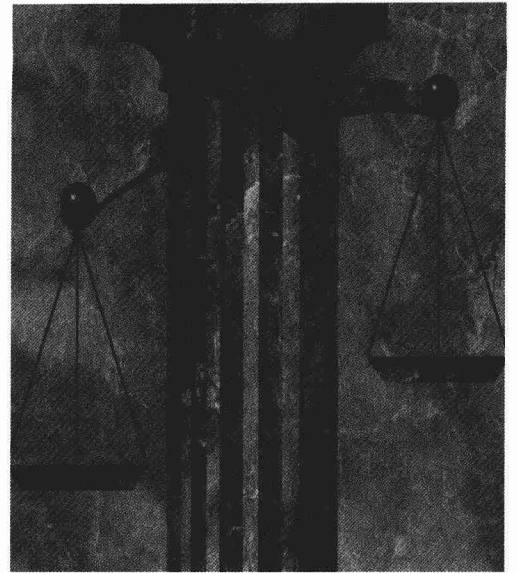
TEXT AND EXERCISES



ROGER LEROY MILLER
WILLIAM ERIC HOLLOWELL

BUSINESS LAW

Text and Exercises



ROGER LeROY MILLER

School of Law
University of Miami

WILLIAM ERIC HOLLOWELL

Center for Legal Studies
Arlington, Texas
and

Member of
Minnesota State Bar
Florida State Bar
United States Supreme Court Bar

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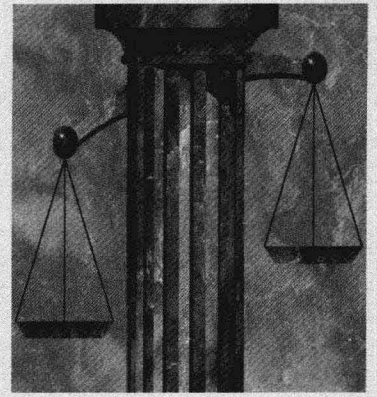
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P R E F A C E



Legal issues face virtually all of us, no matter what our walks of life and no matter what our occupations. Those who have anything to do with the world of business will face legal problems at one time or another—that is a certainty. In *Business Law: Text and Exercises*, we present business law in a straightforward, practical manner. The essential aspects of every important topic are covered without overburdening the reader with numerous details and explanations of arcane exceptions.

■ A PRACTICAL APPROACH

Each of the forty short chapters in this book has a number of special features. These features are designed to help your students master the legal concepts and doctrines presented in *Business Law: Text and Exercises* and to give them experience in applying basic legal principles to frequently encountered situations.

Chapter Objectives

Every chapter starts out with four or five chapter objectives. Within the body of the text, when the material being discussed relates to a specific chapter objective, we indicate this clearly in the page margin.

Facing (and Answering) a Legal Problem

Each chapter starts with an appropriate and straightforward legal problem that will be answered later in the text. It is set off in a manner that makes it distinct from the text materials. Where appropriate, after the materials necessary to answer the chapter-opening legal problem have been presented, the problem is stated again and the answer to the problem is given.

Applying the Law

Within each chapter, there are three to six special features called *Applying the Law*. They are set off from the rest of the text and provide easy-to-understand examples.

Chapter Summary

Every chapter ends with a chapter summary in a special format to make it easy to understand.

Legal Terminology Defined

Legal terminology is often a major stumbling block in the study of business law. We have used an important pedagogical device—*margin definitions*—to help the student understand this terminology. Whenever an important legal term or concept is introduced, it is printed in boldfaced type. A definition for the term is given in the page margin, alongside the paragraph in which the boldfaced term appears. Additionally, all boldfaced terms are again defined in a *Glossary* at the end of the text.

At the end of each chapter, all terms that were boldfaced in the chapter text are listed in alphabetical order under the heading *Key Terms*. The page on which the term or concept is defined is indicated after each term. Students can briefly examine the list to make sure they understand all important terms introduced in the chapter and can immediately review terms that they do not completely understand by turning to the proper page.

Exhibits and Forms

When appropriate, we have illustrated important aspects of the law in graphic or summary form in exhibits. These exhibits will help your students grasp the essential concepts pertaining to a certain area of the law or a particular legal doctrine. We have also included examples of forms commonly used by businesspersons.

■ A STUDY GUIDE IS INCLUDED—THE WORK SETS

A unique feature of this text is the inclusion of a study guide within the text itself. At the end of the text materials, there is a tear-out sheet, called a “Work Set,” for each chapter. These tear-out sheets can be handed in and graded. All of the answers to the questions in the Work Sets are included in the *Instructor’s Manual* (discussed later in this Preface).

■ APPENDICES

To enhance the value of *Business Law: Text and Exercises* as a reference source for your students, we have included the following appendices:

- A The Constitution of the United States
- B Article 2 of the Uniform Commercial Code
- C Spanish Equivalents for Important Legal Terms in English

■ SUPPLEMENTS

Business Law: Text and Exercises provides a comprehensive supplements package. The supplements were created with a single goal in mind: to make the task of teaching and the task of learning more enjoyable and efficient. The supplements package includes printed supplements, software, and videocassettes.

Printed Supplements

We describe here the printed supplements that are available for use in conjunction with *Business Law: Text and Exercises*.

Instructor’s Manual The *Instructor’s Manual* has been written by text authors Roger LeRoy Miller and William Eric Hollowell. Having the authors of the main text write the *Instructor’s Manual* has resulted in complete agreement between what is stressed in the text and what is fully outlined in the *Instructor’s Manual*. Each chapter of the manual contains the following features:

- An introductory section, which highlights the main concepts and importance of the law covered in the chapter.
- A lecture outline in outline form.
- A detailed, explanatory outline of the chapter contents, which is keyed very closely to the text.
- Synopses of all cases, often accompanied by additional notes and comments, as well as questions to ask in class and answers to these questions.
- Additional background on significant persons, statutes, and concepts that are mentioned or referred to within the text.
- Teaching suggestions, including points to be stressed, hypothetical questions to elicit class discussion, and discussion questions keyed closely to the text and based on information contained within the text.
- Suggested activities and research assignments.
- Answers to the questions in the Work Sets.

A Comprehensive Test Bank Again, to ensure consistency between the teaching materials and the text, the authors have written the test bank. The test bank contains approximately one thousand multiple-choice questions with answers and one thousand true-false questions with answers. The test bank is available in booklet form or, as discussed below, on software.

Instructor's Manuals for Software and Video Supplements Virtually all of the software and videos that are offered with *Business Law: Text and Exercises* have instructor's manuals.

Software Supplements

The *Business Law: Text and Exercises* teaching/learning package offers for adopters and students a wide variety of software supplements.

Computerized Instructor's Manual For those instructors who wish to modify the *Instructor's Manual* by adding their own notes, we provide a fully computerized version of the *Instructor's Manual*. You may order the manual in many formats.

This software allows the *Instructor's Manual* to be imported into any popular word-processing program, such as WordPerfect. Instructors wishing to obtain these diskettes may request them directly from their West sales representatives.

Computerized Test Bank The test bank is available on the latest version of WESTEST, a highly acclaimed computerized testing system, which is offered for IBM PCs and compatible microcomputers or the Macintosh family of microcomputers. WESTEST allows instructors to do the following:

- Add or edit questions, instructions, and answers.
- Select questions by previewing the question on the screen.
- Let the system select questions randomly.
- Select questions by question number.
- View summaries of the test or test-bank chapters.
- Set up the page layout for exams.
- Print exams in a variety of formats.

Interactive Software—Contracts and Sales For those students who have their own computers or who have access to computers through friends, libraries, or learning labs, we have developed unique interactive programs for the teaching and learning of contracts and sales. These programs use HyperText and allow for flexibility in learning the subject matter based on each user's level of understanding.

“You Be the Judge” This software provides case problems for ten topic areas. The user is supplied with the facts and is then asked how the issue should be decided. A word processing program integrated in the software allows the user to key in his or her response and print it. A glossary of key legal terms is also included.

Videocassette Library

We are proud of our extensive videocassette library that is available for adopters of *Business Law: Text and Exercises*. These instructional videos can help you in the teaching of business law in a variety of areas. Many of the videos listed below have specially prepared instructor’s manuals, which were written by Roger LeRoy Miller and others. Ask your West sales representative for further information on these video supplements.

- *Drama of the Law, Parts I and II*
- *The Making of a Case*
- *PBS Ethics in America* Video Series
- *Anatomy of a Trial—Contracts*
- *Anatomy of a Trial—A Product Liability Case*
- *A Supreme Court Case*
- *Anatomy of a Criminal Case*
- *Anatomy of a Civil Case*
- *Law and Literature*
- *Equal Justice under Law*

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All errors are solely our own responsibility. We welcome all comments and promise to respond promptly. By incorporating your ideas, we can continue to write a business law text that is best for you and best for your students.

DEDICATION

To Shirley and Saul.

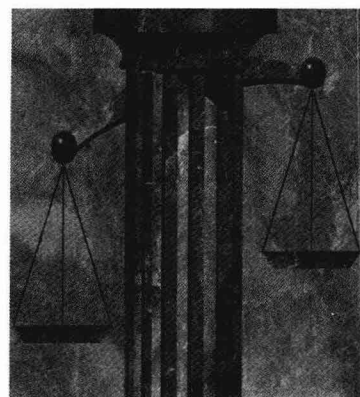
Life isn't always fun, but it's been
more fun since meeting you. We'll be
laughing together for the next four
decades (at a minimum).

R.L.M.

Para mi esposa, Luisa,
y mi hija, Alessandra,
con mucho amor.

W.E.H.

C O N T E N T S I N B R I E F



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