

Just Released!

# Preparing Witnesses

Practical Guide for Lawyers and Their Clients, 4th Edition

by Daniel I. Small

The essential guide to help you properly prepare your client to testify at trial.

*"With the onslaught of government and private investigations and litigation, both executives and lawyers are finding themselves in uncharted territory. In this environment, good witness preparation has become essential, but all too rare. Dan Small's extraordinary book offers a way out: helping to teach witnesses and counsel how to communicate truthfully, effectively, and confidently. I strongly recommend it."*

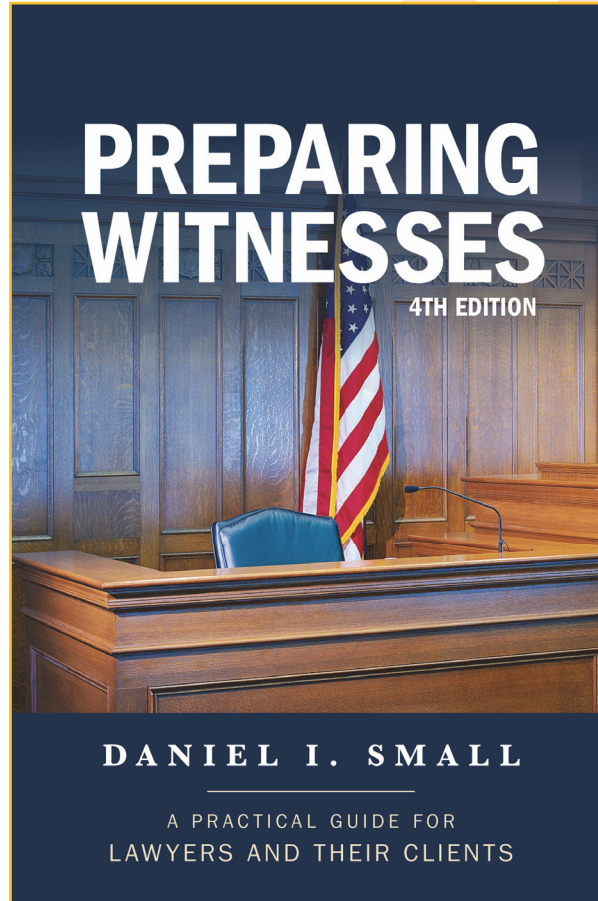
Honorable William S. Sessions

Former Chief Judge,  
United States District Court, WD Texas;  
Former Director,  
Federal Bureau of Investigation

*"Irving Younger's fourth commandment, like the motto of the Boy Scouts of America, is 'Be Prepared.' Dan Small defines preparation like nobody else in the vast literature of the law of trial practice. His step-by-step guide is both a model of clarity and a paragon of completeness. Anyone who would presume to engage in the perilous endeavor of trying a case in court - an undertaking with more variables than the Saturn moon shot - would be foolhardy not to take advantage of his wise counsel and advice. His book is not an option, but a necessity for the experienced and novice trial advocate alike."*

Alex Sanders

Founder & Chair Emeritus,  
Charleston School of Law  
Former Chief Judge of the South  
Carolina Court of Appeals



*"Every day in the news, we see what a wide range of people become witnesses, and the enormous risks to those who are not adequately prepared. This excellent book simplifies the task of convincing clients who are 'too busy' just how important preparation is, and how it should be done."*

Alan Dershowitz

Professor, Harvard Law School

*"I have had the pleasure of working with Dan Small, first as a colleague in the Justice Department and later, while I was in private practice, as co-counsel in federal litigation. I have come to admire and respect Dan Small as an outstanding litigator. He understands that hard work and effective preparation are the keys to success in the courtroom, and is well known for his remarkable ability to prepare witnesses."*

Rudolph W. Giuliani

Former Associate Attorney General,  
U.S., Department of Justice,  
and Former U.S. Attorney for the Southern  
District of New York

*"Dan Small is a respected trial lawyer with an extraordinary understanding of the difficulties of being a witness. His book shows lawyers the right way to help clients through this complex and uncomfortable process. I recommend it to every practitioner."*

William Weld

McDermott, Will & Emery  
Former Governor of Massachusetts,  
Former Chief of the Criminal Division,  
U.S. Department of Justice

Updated and expanded, this guide discusses:

- Strengthening your relationship with your client so they can become an asset to your case
- Why you need to simplify the language and message to help your audience understand it
- What to do and not to do when counseling your witness
- Why preparation matters
- Basic principles of being a witness
- The witness Bill of Rights
- And much more!



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# Improve your witness preparation skills for a positive outcome at trial!

The job of the witness is to simply tell the truth as he or she knew it then, and remembers it now. This is neither an easy nor a natural assignment: to do it right takes hard work.

The critical importance of preparation to be a witness, not just reviewing the facts, is as fundamental as the difference between communicating in a normal conversation and in the precise and unnatural question and answer format.

This **completely revised and updated** Fourth edition of *Preparing Witnesses* improves your witness preparation skills. By focusing on clear and simple rules, then discussing how to adapt those rules to different situations, Dan Small sharpens your skills as a winning advocate. This edition includes a new focus on the gaps perceived between the client and witnesses, and how to effectively bridge those gaps. New chapters study special situations, and how to deal effectively with those situations. The book also includes a CD with all the accompanying appendix material, including memoranda outlining these rules.

From government interviews to formal jury trials, witness situations vary, yet all are founded in surprisingly common themes and raise the same preparation issues. *Preparing Witnesses* guides you to perfect your skills for delivering witness testimony with an impact. **199-page paperback with CD**



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