

Strategy

Understand the question

- What are you being asked to do?
- What are the relevant facts?
- What are the legal issues?

Understand what is expected of you

- Check the marking sheet
- Check the Faculty of Law requirements for written work

Preparation

Research

- Linked to the legal issues you have identified
- Work from the general (eg secondary sources) to the specific (eg primary sources)

Planning

- Plan an outline for each legal issue, analyse the law, apply the relevant law to the facts and reach a reasoned conclusion (ILAC)
- Is there a particular structure that will aid clarity and mean unnecessary repetition can be avoided?

Writing

Introduction

- Identify the legal issues
- State assumptions and qualifications
- Briefly state your position on each legal issue

- Use examples to illustrate abstract principles if necessary/useful
- Keep sentences short and prefer the active voice
- Link paragraphs
- Avoid repetition (the structure that you have chosen should enable this)

Body

- Structured by addressing each legal issue and grouping related issues (ILAC)

Conclusion

- Brief and 'dovetail' with introduction - answer the question

Review

Check

- Spelling and grammar, consistent use of tense
- Clarity
- Word count
- References
- Have you addressed all of the legal issues and have you satisfied all of the components of the marking guide?
- Have you answered the question?