

LAW STUDENT

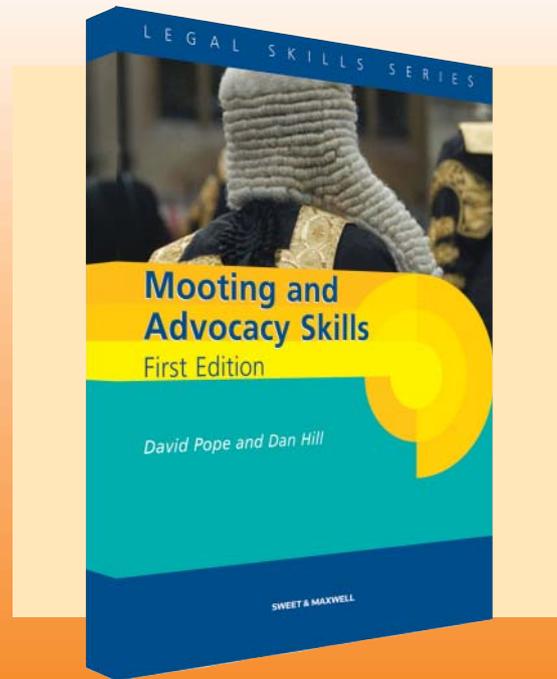
ISSUE 7



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- // Life as a trainee solicitor
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- // Making the most of lectures and classes



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- Presents practical guidance on mooting both for those participating in and those organising moots
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- Answers many of the questions that mooters typically ask
- Highlights common pitfalls and explains how to avoid them

Mooting and Advocacy Skills
Legal Skills Series
June 2007, ISBN 978-0-421-92470-3

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Letter from the Editor



Welcome to the seventh issue of Law Student from Sweet & Maxwell. With so much competition for training contracts and pupillages it's important that you stand out from the crowd. On page 6 we look at some of the legal experiences you can undertake which will not only look good on your

CV but will be extremely beneficial.

The Junior Lawyers Division was launched back in January. Turn to page 8 to find out more about them, what they do, and how you can get involved. Mooting is something that you will have already, or will be going to take part in while undertaking your law degree. Our article on pages 10-11 gives essential advice on how you can hone your oral submissions.

Ever wondered what the life of a trainee solicitor involves? Flick to page 18 to find out how Alan Mak, a trainee solicitor with Clifford Chance, has spent his time. The economic downturn is affecting many industries. However, our article on pages 22-24 discusses how the legal industry is still managing to stay buoyant.

If you're looking for a part-time job to supplement your income you could consider working as a Westlaw UK Student Representative. Not only will you be earning extra money but you'll be able to use the training you'll be given to maximise the research for your studies. See page 13 for more information.

If you are taking on a part-time job then you'll definitely need to ensure you have good time management skills. Read the article on pages 16-17 for advice and top tips. Plus, turn to pages 26-28 to learn how to make the most of your lectures and classes.

I hope you enjoy this issue as much as I do!

Samantha Siddle

Sam Siddle
Editor

LAW STUDENT

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LAW STUDENT

ISSUE 7

Sweet & Maxwell
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Sweet & Maxwell Law Prize

The prestigious Sweet & Maxwell Law Prize enables higher education institutions to award their highest achieving law students with the gift of books published by Sweet & Maxwell to the value of £150. The Sweet & Maxwell Law Prize is open to all law schools in the UK.



Announcing the new Sweet & Maxwell Vocational Law Prize

In addition, Sweet & Maxwell have just launched the Sweet & Maxwell Vocational Law Prize. This enables those institutions who offer the LPC or BVC to be able to recognise the achievements of students undertaking the vocational stage of training. The Sweet & Maxwell Vocational Law Prize is the gift of books published by Sweet & Maxwell to the value of £100.

Help your fellow students and earn extra money in the process!

Westlaw UK, the online service from Sweet & Maxwell, has a network of Student Representatives in universities across the UK. Within their role each Student Representative is available to help students with general or specific Westlaw UK search queries. We are currently looking to expand our network of Representatives. If you are interested in learning more about the role please contact Cheza Ross by email at cheza.ross@thomsonreuters.com. You could soon be a font of knowledge on all things Westlaw UK!



Learn on the move with our free podcasts!

We have added three new podcasts to our range of free podcasts. These bite sized updates provide thought provoking commentary for those of you starting a new subject and are perfect refreshers before your exams. We are adding new ones all the time so remember to regularly visit www.podcasts.sweetandmaxwell.co.uk.

The following podcasts are now available:

Judith Masson & Rebecca Probert – Family Law

Ryan Murray – Contract Law

Jo Boylan-Kemp – English Legal System

David Llewelyn – Intellectual Property

Gwyneth Pitt – Employment Law

Carl Stychin & Linda Mulcahy

– Legal Methods

Maureen Spencer – Human Rights

Elizabeth Giussani – Constitutional and Administrative Law

Rebecca Probert – Family Law

John Sprack – Employment Law

Sara Hadwin & Duncan Bloy – Media Law

David Pope & Dan Hill – Mooting and Advocacy Skills



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GET SOME LEGAL EXPERIENCE UNDER YOUR BELT

Law-related experiences play a fundamental role during your studies. They give you an insight into the practice of law and its effects on society. They will also help you to decide which area of law to practise and confirm whether a legal career is, in fact, for you. Here, adapted from their book: *The Path to Pupillage: A Guide for the Aspiring Barrister*, Georgina Wolfe and Alexander Robson highlight some of the experiences you could consider.

ESSAY PRIZES

Essay competitions run throughout the year and give you the opportunity to investigate an area of law while impressing prospective employers and even improving your bank balance. Even if you do not win the competition, you will have something interesting to discuss in your interviews.

Competitions are run by several sources and awards range from hundreds to thousands of pounds. Probably most famous is the annual One Essex Court Times Law Awards Essay Competition. Appearing in *The Times* early each year, the competition invites essays of 1000 words on a topic which has been in the legal headlines. It is possible to view the winning essays (and those of the runners up) on the One Essex Court website to give you an idea of what the judges are looking for. Although it takes valuable time, the competition is undoubtedly worth entering, with the winning entry published in *The Times* law section and scooping an impressive £3,500. The five other prize-winners (selected from twelve finalists) are invited to an award dinner and win significant financial prizes.

MINI-PUPILLAGES

A mini-pupillage or “mini” is a short period of work experience in a barristers’ chambers and is the closest you can get to experiencing life as a barrister without standing in court wearing a wig and gown yourself.

Most mini-pupils will find themselves reading cases and discussing them with a barrister (a mini-pupil supervisor), sitting in on a client conference or two, going to court and perhaps being taken out to lunch to meet some members of chambers.

Mini-pupillages are all about the experience. Keep your eyes and ears open. Minis will give you a valuable insight into life as a barrister and may be your first step towards pupillage itself. Make a note of your experiences and save it to assist you later when completing the pupillage application forms.

VACATION SCHEMES

Vacation schemes are the solicitors’ equivalent of mini-pupillages. Usually lasting between two weeks and a month, they are an excellent experience and often funded (the big City firms pay around £250 per week). Vacation schemes fill up quickly and can be extremely competitive. Apply early to increase your chances of getting a place.

When applying for a vacation scheme, think carefully about the area in which you wish to practise. Vacation schemes enable you to work in a field which you may not otherwise experience through your legal studies. Research firms carefully. If you want to focus your experiences, target either specialist firms or large firms with specialist departments in the areas of law in which you are interested.

FORMER VACATION SCHEME STUDENT:

I was sure I wanted to be a barrister. I'd enjoyed my minis and done well at mooting. I thought I would do a vac scheme for pupillage interview conversation but to my surprise I loved it! There is a real buzz and a great sense of teamwork that I hadn't anticipated. I was offered a training contract and haven't looked back.

SPECIALIST WORK EXPERIENCE

If you have identified an area of law that you wish to practise, you can use work experience to show prospective employers that your interest is genuine. Think about all the elements of your



potential practice and draw up a list of places where you could work which would give you some insight not just into the area of law, but also the people who will be affected by it. So, for example, if you are interested in clinical negligence, start by visiting the General Medical Council (GMC) or doing a vacation scheme at a specialist firm. You could then spend time working in a hospital, volunteer as a hospital visitor or visit Hospital Radio to get an understanding of patients’ concerns and priorities. Perhaps you could visit a Coroner’s Inquest or even watch an autopsy to see if you can cope with the blood and gore. Such



activities do not necessarily involve a major time commitment: some can take as little as an afternoon. When it comes to filling out your applications, however, these experiences will show your interest is both real and informed.

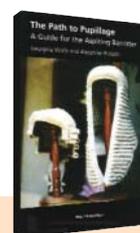
MARSHALLING

This is where you sit “on the bench” next to a judge during a case. It can last any length of time from a morning to a couple of weeks. You will almost certainly be given the opportunity to discuss the case with the judge. Through such experience, you may witness a number of different styles of advocacy, all from the judge’s

perspective. This can be invaluable for students who wish to pursue a career at the Bar and want to hone their advocacy techniques.

A LAW STUDENT:

I spent a day marshalling. The barristers were not at all impressive – very unprepared and barely audible. This actually made for an excellent learning experience. It is often easier to see what someone is doing wrong and I am now careful not to repeat their mistakes. It is much harder to put your finger on exactly what a good advocate is doing right when they make it look so natural and easy.



This article is adapted from the first edition of *The Path to Pupillage: A Guide for the Aspiring Barrister* which is available from www.amazon.co.uk, www.hammickslegal.com and all good booksellers priced £14.95 [978-1-847-03401-4]

THE JUNIOR LAWYERS DIVISION

The Junior Lawyers Division (JLD) is a division of the Law Society with an independent voice. This free membership group is aimed at student members of the Law Society enrolled through the SRA, trainees, and solicitors with up to five years' active PQE. Read on for more information and details of how you can join.

ABOUT THE JLD

Launched in January 2008 for junior lawyers across England and Wales, The JLD provides its members with support, advice, information and networking opportunities, and represents their views through lobbying and campaigns. The JLD aims to ensure that the views of its members are heard on important issues pre- and post-qualification – both at home and internationally.

HOW DOES THE JLD WORK?

The JLD is overseen by an executive committee of volunteer members. It is chaired by Katherine Gibson, a two-year PQE solicitor, and comprises former TSG and YSG committee members (the two committees replaced by the JLD) and three Law Society Council Members. The JLD committee has close links with the numerous regional groups representing students, trainees and young lawyer groups.

CAMPAIGNING ON YOUR BEHALF

As the voice of junior lawyers, the JLD aims to represent the interests of its members. The JLD has identified a number of key policy areas which it aims to influence:

- Student debt – working to find solutions to counter the level of debt incurred by students
- Legal Practice Course – looking at the prohibitive cost of the LPC, the regulation of providers and the representation of LPC students
- Training structure – working to standardise the quality and level of training during training contracts
- Minimum salaries – aiming to ensure the protection of the minimum salary

- Retention of junior lawyers – addressing the trend of junior lawyers leaving the profession
- Work-life balance – committed to improving the work-life balance

As a member of the JLD you can bring an issue to the attention of the committee for consideration.

BENEFITS OF JOINING THE JLD

The JLD is in its infancy but benefits of joining include:

- An exclusive web area to support members through the early stages of their careers
- A freephone telephone helpline service and access to advice via a range of specialist personal support services
- Careers advice and planning services
- Social and networking events held nationally and locally
- Exclusively negotiated products and services
- Competitively priced and accredited continuing professional development training
- The opportunity to influence the future of the profession by helping to run the Division

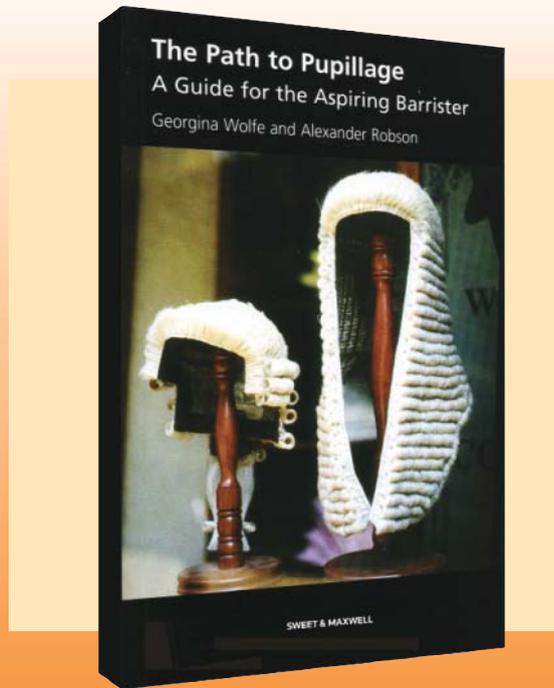
WANT TO LEARN MORE OR JOIN THE JLD?

Registering with the Junior Lawyers Division is free for those eligible to join. If you are interested in joining, have a query, or want to find out more, you can email the JLD at juniorklawyers@lawsociety.org.uk, or visit their website at www.juniorklawyers.lawsociety.org.uk, where you can also register for regular updates by completing the online update form.



NEW!

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- Goes through the academic stage of training, looking at the pros and cons of the various variables such as a law degree verses a law conversion
- Details the extra-curricular activities that students should undertake in order to enhance their prospects
- Discusses the vocational part of training – the BVC – and looks in depth at the four Inns

The Path to Pupillage
A Guide for the Aspiring Barrister
February 2008, ISBN 978-1-847-03401-4

£14.95

Available from www.amazon.co.uk, www.hammickslegal.com and all good bookshops

www.sweetandmaxwell.co.uk/academic

MOOTING – PRACTISING YOUR ORAL

If you are going to take part in mooting whilst at university, then practising your oral submissions should form a vital part of your preparations. The more that you practise, and the more effective your practising is, the more polished and persuasive your submissions will be. Here, adapted from *Mooting and Advocacy Skills*, David Pope and Dan Hill explain why it's important to practise your oral submissions and give advice on how to practise.

WHAT'S THE POINT OF PRACTISING?

However frenetic the build-up to the moot may be, you should block out sufficient time to practise your oral submissions. Practising your submissions will increase your chance of success and enable you to get the most out of the experience. The key objectives of practising your oral submissions are outlined below.

TIME YOUR SUBMISSIONS

You need to know how long your prepared submissions will last so that you can make sure that what you plan to say neither exceeds your allotted speaking time nor leaves valuable time unutilised. You should therefore time your submissions when you practise them, preferably more than once so that you can check for consistency. If possible, use a clock that displays seconds or, better still, a stop-watch.

After timing your submissions, you may find it helpful to record in your notes a few key "milestones" that you can then use during the moot to gauge the pace of your delivery. For example, you might mark the point in your notes where you expect to reach the half-way point in your allotted speaking time. If, as you are delivering your oral submissions at the moot, you pass this point sooner than expected, you will know to slow down.

POLISH YOUR NOTES

Practising your oral submissions will enable you to improve your notes. If you have drafted a full speech, practising it should highlight any clumsy phraseology. If you have drafted

more truncated notes, running through your submissions should tell you whether they provide the prompts that you need in order to remember the points that you wish to make.

FAMILIARISE YOURSELF WITH YOUR SUBMISSIONS

Whether you are relying on a full written speech or minimal notes, practising your submissions will help you to remember them. That is not to say that you should set out to memorise your oral submissions word-for-word. It is rather that you want to have as much of your submissions as possible in your head so that you are not overly tied to the page when you speak and can make regular eye contact with the judge. At the very least, practising your submissions will familiarise you with your notes and enable you to find specific information in a hurry.

IMPROVE YOUR DELIVERY

Practising your oral submissions should improve your delivery in a number of ways. As you become more familiar with your submissions, you should be able to speak with a more natural voice, for example. Repeated practice will also identify any potentially distracting verbal habits or physical mannerisms, such as repeating particular words or clearing your throat with unnatural regularity. These idiosyncrasies can be spotted and ironed out as you practise.

BUILD YOUR CONFIDENCE

The more that you practise your submissions, the more confident you are likely to feel at the moot. You will be more conversant with your

notes and will therefore be less worried about losing your place. You will know your arguments better too and should consequently feel more able to defend them.

HOW TO PRACTISE

You can practise your submissions in a variety of ways. Five different practice methods are described below. Use as many of them as you can as often as you are able. It is very hard to practise too much!

PRACTISING OUT LOUD ON YOUR OWN

This method is probably the most common way of practising submissions. It involves running through them in the speaking voice that you will adopt at the moot. You may well feel quite self-conscious when you practise in this way but it is hugely valuable, particularly for timing your submissions, committing them to memory and working on your delivery.

PRACTISING IN FRONT OF A MIRROR

You can take practising out loud a step further by standing in front of a mirror while you speak. What you will gain from this, apparently narcissistic, exercise is a very clear idea of whether you know your submissions well enough to make frequent eye contact with the judge. Practising your submissions in front of a mirror can also highlight mannerisms that might not otherwise be apparent to you. You are likely to benefit most if you can use a full-length mirror that allows you to watch your whole body as you speak.

HAVE A MOOTING QUESTION? NOW IS YOUR CHANCE TO ASK THE EXPERTS

In the next issue, Dan Hill and David Pope, authors of *Mooting and Advocacy Skills*, will be answering your mooting questions. To put a question to them, simply email your question to sweetandmaxwell.academic@thomson.com by the 30th November. Not all questions may be included and those that are will be anonymous.

SUBMISSIONS

PRACTISING IN FRONT OF SOMEONE ELSE

Ideally, you should practise your oral submissions for each moot at least once in front of someone else. This form of practice will provide an objective assessment of your performance. An observer should be able to give you valuable feedback about the persuasiveness of your arguments and will be better than you at spotting any distracting physical or verbal habits.

If possible, your audience should not be passive, but should play the part of the judge and intervene with questions of the type that the judge might ask at the moot. You will then have an opportunity to practise responding to judicial interventions and, in the process, to skip around your notes.

PRACTISING WITH AUDIO TAPES AND VIDEO RECORDERS

If you have access to audio or video equipment, you may learn a great deal from recording a practice session. Listening to yourself on tape can be quite a disconcerting experience but it will get you used to the sound of your own voice. The experience will also highlight your “ums” and “errs”, as well as any words and phrases that you employ with irritating regularity.

If you can deal with the cringe-factor, watching yourself on screen can be hugely enlightening. It will not only provide you with a good appreciation of what you look and sound like on your feet, it should also give a sense of how engaging you are as a speaker. You will see quickly whether you look as though you are reading a speech and you will spot any problems with your stance and delivery. Of course, you may also discover that you appear far more accomplished than you actually felt while the tape was rolling.

PRACTISING IN SILENCE

By far the easiest way of practising your submissions is to go over them in your head. This form of practice is perhaps best used for committing oral submissions to memory and familiarising yourself with the lay-out of your notes.

The beauty of practising submissions in silence is that you can do it virtually anywhere and at almost any time. You can even do it on public transport. Just make sure that you do not move your lips too much or your fellow travellers may start to question your sanity.

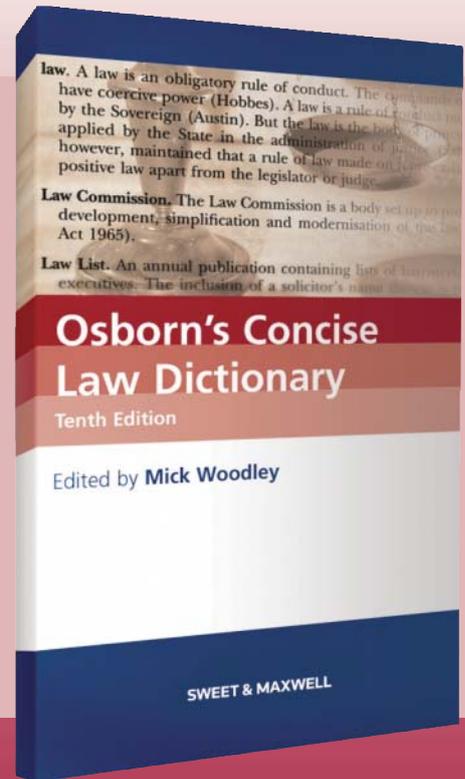
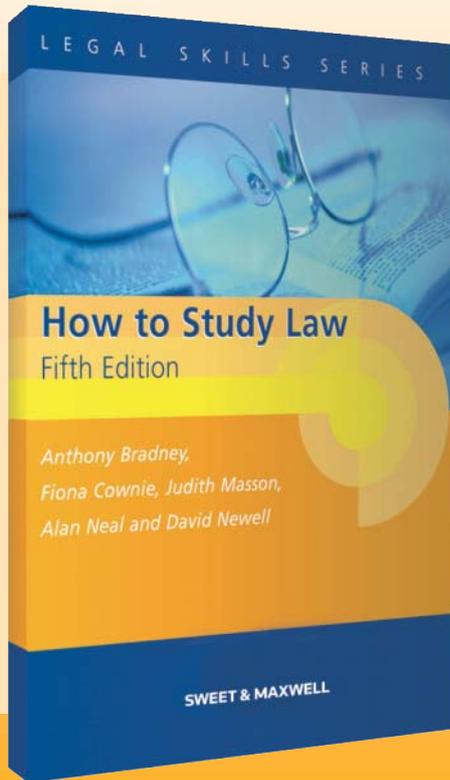


This article is adapted from the first edition of **Mooting and Advocacy Skills**, by David Pope and Dan Hill, which is available from www.amazon.co.uk, www.hammickslegal.com and all good booksellers priced £18 [978-0-421-92470-3]

TOP PRACTICE TIPS

- Practise using all of the papers that you will have to marshal at the moot. You will lose time whenever you move from one sheet of paper to another. Build that delay into your timing.
- You will also lose time whenever you refer the judge to one of your authorities. Factor this hiatus into your timing as well.
- The rules of the mooting competition will stipulate whether or not the clock stops running when the judge asks questions. If it does not, you will need to allow sufficient time in your oral submissions for dealing with judicial interventions.
- Try to run through your speech at least once in the actual moot courtroom or a room like it. The experience will be considerably more authentic and, consequently, more helpful than practising at home.
- Almost invariably, you will have to deliver your oral submissions standing up. So practise them in that position, and not lounging on the sofa with a drink in your hand.
- Force yourself to look up at regular intervals. The more eye contact that you can have with the judge, the more effective your oral submissions are likely to be.
- As you practise, keep a weather-eye on the persuasiveness of what you are saying. You may find a point that looked convincing on paper but sounds hollow when you express it out loud.

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SWEET & MAXWELL



THOMSON REUTERS

HAVE YOU CONSIDERED WORKING AS A WESTLAW UK STUDENT REPRESENTATIVE?

Westlaw UK has a network of Student Representatives in universities across the UK. But what exactly does being a Student Representative involve and how can you become one? Madelaine Power, Student Representative at the University of Kent, provides illumination on this rewarding role.



When I was offered the role of Student Representative in early September 2007 for the 2007-2008 academic year I was really excited. I went to Sweet & Maxwell's headquarters in London for my induction, where I met fellow Reps from other Universities, LPC and BVC providers. We spent a whole day learning how to navigate and use Westlaw UK, which contains both UK and international content.

HOLDING REGULAR CONTACT SESSIONS

When I got back to University I hit the ground running. I met with our Law Librarian to discuss how I could help my fellow law students make the most of the university's access to Westlaw UK. Part of the role of a Rep is to hold regular contact sessions so I advertised these with posters and mailed all students inviting them to come and meet me. I made sure I attended all the induction lectures for Freshers' and inserted Westlaw UK user guides into their welcome packs.

Though my training on Westlaw UK was very extensive I was quite nervous before my first contact sessions. I was worried I would be asked questions I didn't know the answer to, but I knew that Westlaw UK trainers were only an email away, or that I could use the 24-hour helpline. The first students who came to see me had no idea how to use the service so this meant I sat with them and explained how it worked, running through some example searches.

The regular contact sessions allow me to gauge what students are struggling with. I often send out group emails to students guiding them on finding certain materials, particularly if I know it is something the entire year will need to find for seminar preparation.

After the sessions I always encourage students to join the Westlaw UK/Lawtel Facebook group which a lot of Kent students have done. It's a great way for students to share tips on using the service.

PROFESSIONAL AND SPECIALIST TRAINING SESSIONS

My contact sessions proved so popular last year that I decided to run some professional training sessions, led by one of Sweet & Maxwell's Academic Trainers. This involved me working with Sweet & Maxwell to organise and advertise the sessions. The feedback afterwards was really good and I felt so pleased that I had not only done a good job but also helped out my fellow students.

This encouraged me to run specialised sessions and I worked with the Sweet & Maxwell Academic Trainers to come up with content and skills that we could teach to post-graduate students, property law students and students with a basic knowledge of Westlaw UK who needed a refresher session. In addition to the professional training and specialised sessions I continued to run my regular contact sessions. Some weeks no one would come but this would give me time to plan specific demonstrations.

During the tail end of the academic year when students were getting busy with essays, dissertations and revision I tailored my contact hours. I would advertise some sessions as 'find something special for your dissertation' or 'give your essay an international element'. >>>

STUDENT REPS – WHO'S WHO

- BPP Manchester – Alex Payne
- University of Hertfordshire – David Orchard
- College of Law Bloomsbury – Henry Offord
- University of Kent – Madelaine Power
- College of Law Guildford – Rowan Binns
- University of Liverpool – Hannah Brookfield
- College of Law York – Nicola Stevenson
- University of Manchester – Chantal Tuffet
- Oxford Brookes University – Jade Carter
- University of Nottingham – Lee Bakewell
- Southampton Solent University – Tina Campbell
- University of Portsmouth – Tom Storey
- University College London – Robin Walker
- University of Sheffield – Laura Beardsmore
- University of Buckingham – Rodger Outten
- University of Sussex – Fleur Bassett
- University of Dundee – Harry Sheddon
- University of Westminster – Viviet Zvavamwe
- University of Edinburgh – Stephen Allison
- University of Wolverhampton – Katarzyna Pilarska

This again proved to be popular and as students' use of Westlaw UK grew I encouraged them to come to me with specific questions or topics to search for. I also made sure I didn't do their research for them – I taught them how to do it themselves!

AN EXCELLENT JOB AND GOOD EXPERIENCE

I really enjoyed the job during the 2007-2008 academic year – so much so that I am continuing as a Rep at Kent again this year. The research skills I have learnt have helped me greatly with my own studies. Helping other students and promoting Westlaw UK within my University has made me more confident and definitely more creative in trying to help students realise how the service can help their research. It has also increased my profile within my University and I am known to the majority of law students, even if it is as 'the Westlaw UK Rep'. It also allowed me to build a relationship with academics – who sometimes need help developing their own research skills believe it or not!

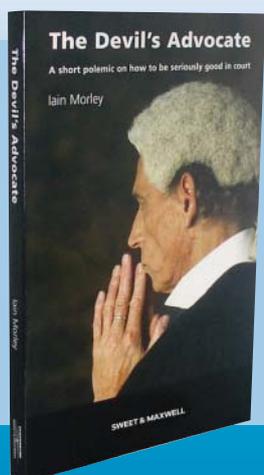


In the next couple of months I am undertaking training on Lawtel which is another online search service offered by Sweet & Maxwell. I can't wait to utilise this service for my own studies and to bring another legal information source to the students.

I cannot encourage anyone enough to apply for the job of a Westlaw UK Student Rep. It definitely keeps you on your toes and helps you with your own studies as well as helping the studies of your fellow law students. All whilst being paid!

If you are interested in learning more about the role please contact Cheza Ross by email at cheza.ross@thomsonreuters.com.

THE DO'S AND DON'TS OF ADVOCACY EXPLAINED

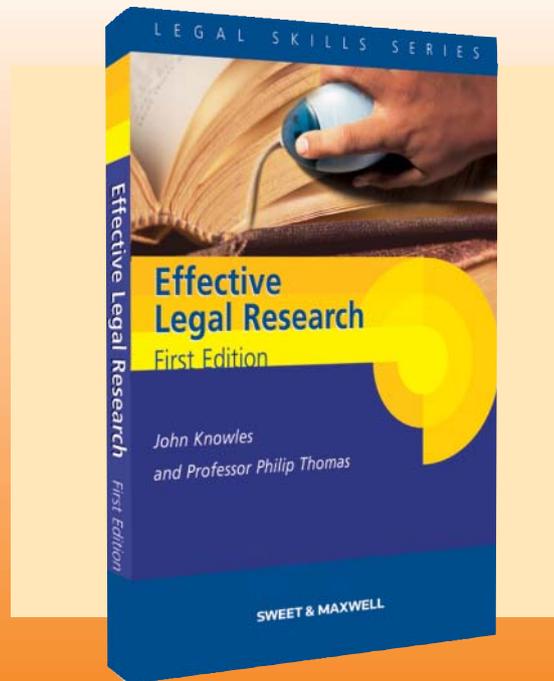


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- Features Tip Boxes highlighting important points to remember
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TIME MANAGEMENT – ARE YOU A SATURDAY MORNING OR S

Time management is one of the most useful skills you can learn. It will not just be useful whilst you are a student, but it is a transferable skill because it can be used throughout the rest of your life. Here, from *How to Study Law*, is advice on effective time management.

As a law student, you will be expected to do a number of different things: attend classes or lectures, prepare work for discussion in tutorials, seminars or classes, and write essays. Often you will be given several of these tasks at once.

Clearly you cannot do them all at the same time. You will have to plan carefully, working out how much time is available in total, identifying what you need to do, how long it takes and when you are going to do it, so that you can complete all the tasks before the deadline.

To help plan your time, buy a diary. To be effective, your diary needs to contain a complete record of what you have to do. You need to carry it with you and add new appointments as you make them. You could start by putting in all your academic commitments – lectures, tutorials/seminars, deadlines for coursework and so on. Then you can add other commitments as they come up.

“It is counterproductive to set yourself a deadline that you cannot possibly hope to meet. Many activities will take longer than you think.”

MAKE LISTS

Make a list of all the things you have to do. There will probably be more things on your list than you have time to do, so you will have to prioritise the list, deciding what you need to do very soon, and what you can do later.

Think about the best order in which to do things. Make a list of those things that you must do, like attending compulsory classes, and other tasks which have to be completed by a particular deadline, such as preparation for essays or tutorials. Next, make a list of other tasks that are important, such as getting a repair kit for your bike. The next list can be for the things you would like to do fairly soon, such as going round to see friends.

Finally, there are a number of things that you would like to do at some point when you have the time, such as writing to your brother; these can go last on your list. Use the lists you make to keep track of your progress, crossing out the things that you have completed, and highlighting things that still need to be done.

HIDDEN TIME CONSTRAINTS

Your time management can be upset by the arrangements made by your institution. It is all very well planning to do lots of research for an essay during the vacation, but not if the library is going to be closed for three weeks.

Equally, you may come across the problem of ‘bunched deadlines’, where several of the courses you are doing require assessed work to be handed in on the same day. You can alleviate these problems by finding out about the library, computers and other support services well in advance and by asking tutors to give you assignments in good time, but you may not be able to overcome such difficulties completely. If you are used to planning your time, however, you will be able to deal with the resulting pressure on your time much better than someone who has given no thought to such problems.

Create a physical space where you can be undisturbed, where you can have all the things you need conveniently to hand and where you can read and take notes comfortably. Organise your notes and your course materials for each course that you study – use different coloured folders or ring-binders for each one. Think about the best times for you to work – in the mornings, or in the evenings?

BE REALISTIC

Although you will often be working to deadlines imposed by your tutors, it will be up to you to organise your time around those deadlines. Be realistic about how much time you need to set aside in order to complete your essays or tutorial preparation. It is counterproductive to set yourself a deadline that you cannot possibly hope to meet. Many activities will take longer than you think; for instance, some law students are surprised how long it takes them to do the research for an essay!

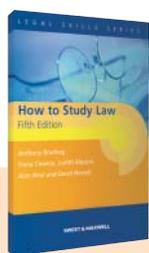
“Be realistic about how much time you need to set aside in order to complete your essays or tutorial preparation.”

SATURDAY AFTERNOON PERSON?

When you are planning your time, you need to be realistic about your own strengths and weaknesses too. If you are the sort of person who can stay in and write your essay on a Saturday afternoon when all your friends are going out together, that's fine. On the other hand, if you are the sort of person who cannot wake up before midday, it is unrealistic to plan to write your essay at 8.30 in the morning.

If you do not allow yourself sufficient time to do something, you may start to feel depressed and frustrated. If your schedule is realistic, you will gain satisfaction from knowing that you have achieved what you set out to do. Of course, everyone underestimates the time they need sometimes, but you should try to avoid this happening to you too often.

Don't leave things to the last minute. This especially applies to preparation for tutorials and seminars, and the research you will need to do for assignments. If you leave things to the last minute, you may well find that most of the books and articles you need to use have already been borrowed by other students. You can sometimes rescue the situation by finding the information you need elsewhere, but it takes a lot of thought, time and energy.



This article is adapted from the fifth edition of **How to Study Law**, by Anthony Bradney, Fiona Cownie, Judith Masson, Alan Neal and David Newell, which is available from www.amazon.co.uk, www.hammickslegal.com and all good booksellers priced £17.95 [978-0-421-89380-1]

KEEP A SENSE OF PROPORTION

Don't try to study for long periods of time without a break. You will find that making a coffee, going for a brief stroll or reading a newspaper for ten minutes in between periods of study helps you relax and enables you to extend your total period of study. Similarly, plan to have some time off each week. The aim of organising your time is to allow you to plan your academic work to the best of your ability, but also to have some time left over and do all the other things you want to do, including to enjoy yourself and to relax.

10 TIPS FOR TIME MANAGEMENT

1. Keep a diary of what you have to do
2. Make a list of all the things you have to do
3. Keep track of your progress, crossing out the things that you have completed
4. Think about the best times for you to work – mornings or afternoons?
5. Create a physical space where you can work without being disturbed
6. Be realistic about how much time you need to set aside in order to complete tasks
7. It is counterproductive to set a deadline that you cannot possibly hope to meet
8. Don't leave things to the last minute
9. Don't try to study for long periods of time without a break
10. Plan to ensure that you have some time off each week

LIFE AS A TRAINEE SOLICITOR

If you're considering a career as a solicitor you'll need to undertake a training contract. Alan Mak is nearing the end of his training contract with Clifford Chance. In the following article he explains how he's made the most of the experience and how it has helped him prepare for his career as a solicitor.

PROFILE

I am currently a trainee in the Banking & Finance practice, my third seat at Clifford Chance. My first seat was in the Corporate practice's Private Equity Group and my second seat was in Public Policy, Clifford Chance's government affairs practice. I am spending my last seat with the Corporate practice's Private Funds Group. Prior to joining Clifford Chance in February 2007, I read Law at Cambridge University and then completed the LPC in Oxford. After the LPC, I took six months out, working for an MP and travelling. I am currently Chair of the Firm's Trainee Committee in London.

A VARIED AND INTERESTING WORKLOAD

Trainee work involves great variety: talking to clients, legal research, managing parts of the deal, helping other lawyers, and more. During my first seat I was in charge of incorporating a Swedish shelf company for a client in London, as part of a large corporate deal taking place in America. Straightaway I was working across three time zones, with colleagues from different departments in London and New York, and also getting a lot of client contact. It meant some very long days, but I enjoyed it and was pleased to have been given the responsibility. Working as part of the deal team on other transactions, I have had to research UK tax law, draft and review documents, file documents at Companies House, and act as a contact point for clients and other law firms.

Under SRA rules, all trainees must gain litigation experience during the training contract. I was fortunate to complete a seat in our Public Policy Group, which brings together the Firm's legal (especially litigious) knowledge and policy expertise to help our clients understand and adapt to changes in laws that affect them. I was responsible for drafting a 4,000-word briefing which summarised the previous week's main political events, listed

what was happening in Parliament the following week and collated information about important public appointments, announcements, consultations and publications. I sent it to over 900 clients by e-mail each week. It was a very interesting project to lead for 6 months and a great way of keeping up with the news.

I was also involved in two topical cases. Firstly, the attempt to overturn the ban on foxhunting, which went all the way to the House of Lords, where my role was to research Law Lords' judgements and advise on Parliamentary procedure; and secondly I also assisted with the Firm's work in relation to the nationalisation of Northern Rock, where I monitored the passage of relevant legislation.

Clifford Chance is the only Magic Circle law firm with a public policy group, and during my seat I was also involved in advising on judicial review, freedom of information and developments in EU, UK and US law regulating the activities of political lobbyists, as well as monitoring draft legislation. I also helped to prepare clients, who had been asked to give evidence to Parliamentary committees about their commercial activities, by giving them advice on matters such as what to expect at committee hearings and how to best respond to questions.

CLIENT SECONDMENT

As part of my Banking seat, I spent three months on secondment at Barclays Capital (BarCap), the investment banking arm of Barclays Bank, one of the Firm's biggest clients. I sat with one of BarCap's in-house legal teams, and was responsible for drafting and reviewing legal documents such as confidentiality agreements and assisting bankers with their transactional work, for example by conducting commercial research, and referring questions back to my banking colleagues at Clifford Chance.



My time at BarCap gave me the opportunity to better understand our client's business, especially in terms of how they operate, what their goals are, and how we, as their legal advisors, can help them in achieving those goals. I met a wide variety of BarCap employees, ranging from juniors on their graduate programme to senior management, and this allowed me to build some strong

relationships, which I hope to maintain. On a day-to-day level, I acted as a link between the banking department back at Clifford Chance and BarCap, keeping both parties updated on what the other was doing, and helping the client as much as I could, for example sending some research material from our knowledge bank to a senior BarCap lawyer who needed help preparing a presentation on cross-border banking regulation.

BEYOND FEE-EARNING WORK

Working as a trainee at any law firm – large or small, in the City or in the regions – will involve taking on your fair share of drafting, proof-reading, bibling, bundling, and document management, but

it's important that you get involved in these tasks, as they will give you a better understanding of how transactions work at their simplest level, especially when you are joining a new department. And if you show that you can do these basic tasks well, you will gain the trust of your supervisors, who will feel confident in giving you more advanced work and responsibility. Get the basics right, then build from there. But there is more to life as a trainee than fee-earning work and getting involved in pro bono, business development and sports and social events will make your training contact experience all the more enjoyable.

An important factor that led me to join Clifford Chance was its commitment to pro bono work and supporting community projects. Last year, more than half the lawyers in the London office, including trainees, were involved in pro bono projects, and it's a great way to give back to the community and develop legal skills. Across a number of seats, I've worked on cases for the National Autistic Society (NAS), helping parents to challenge local councils' decisions in relation to providing support for children with special education needs. The Firm also supports my role as a governor of a local primary school near the office, and I mentor a sixth form student who is interested in a legal career, meeting her monthly to help her with her UCAS application.

I've also been involved in a wide range of business development work. For example, I've helped to write a "pitch" document for a potential new client, which is a booklet setting out what services the Firm can provide, and how we think we can help them achieve their commercial goals. We'll be doing more and more business development when we're qualified lawyers, so it's been great to have had the opportunity to contribute as a trainee. I have also helped with graduate recruitment events, for example attending law fairs and on-campus presentations.

I spent the four months leading up to January 2008 organising a drinks reception to launch the Law Society's new representative body for trainees and junior lawyers – the Junior Lawyers' Division (JLD). This was hard work, but a very fulfilling experience, and over 120 guests attended what was a successful event at our London office. One of the great things about being a trainee, especially here, is that if you want to take on more responsibility and show initiative, your partners will support you.

THE OPPORTUNITY TO WORK WITH OTHER OFFICES

Working for a large international firm has also given me opportunities to work with lawyers from offices around the world, and to travel. Almost all my client work has a cross-border element. Not only have I formed good working relationships with colleagues from our international offices, I have also visited other trainees and lawyers on secondment, for example in Paris, Madrid and New York.

Firm-wide events that bring together colleagues from different offices, such as the hockey "world cup" held last year in Madrid, have also allowed me to meet colleagues from other offices. I have been lucky enough to spend long weekends in

Berlin, Madrid and Cannes with the Firm on team-building retreats. I am looking forward to spending three months on secondment in Amsterdam later this year. Apart from allowing me to get closer to a client I have been working for in London, it will also allow me to meet new people, explore a new city and prepare for life as a qualified solicitor...

CONCLUSION – A FULFILLING EXPERIENCE

I've thoroughly enjoyed my training contract. Excellent on-the-job training, great work opportunities, meeting colleagues from around the world, international travel, and above all, being given real responsibility and valued as an important team member have made the last 18 months an exciting and challenging experience. I've developed not just my legal skills, but wider business skills like project management, budgeting, team-working and networking, which will be useful as I progress in my career.

Time spent on the training contract is as much about becoming a good, well-rounded client-focused lawyer as it is about just developing good legal knowledge. It is a great opportunity to get involved in a diverse range of work as you move through different departments, hone your technical skills such as drafting, build stronger

relationships with colleagues and clients (at home and abroad), and gain wider business skills such as networking and project management. Above all, it's an enjoyable, challenging and fulfilling experience that will equip you to meet the challenges that you will face when you qualify and to make the most of the great opportunities.

International law firm Clifford Chance combines the highest global standards with local expertise. Leading lawyers from different backgrounds and nationalities come together as one firm, offering unrivalled depth of legal resources across the key markets of the Americas, Asia, Europe and the Middle East.

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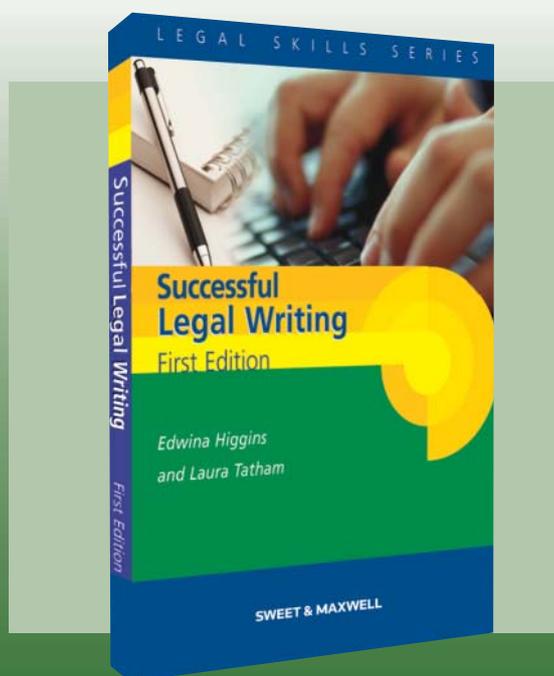
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THE LEGAL INDUSTRY STAYS BUOYANT IN THE ECONOMIC DOWNTURN

In spite of the Credit Crunch the legal industry continues to do well. In the following article, Claire Smith, Editor of Top Legal Employers 2009, looks at the legal industry and why its robustness still makes it a good career choice for you.

The 2009 edition of Top Legal Employers, published by Sweet & Maxwell, has uncovered an industry continuing to do well despite an economic downturn, and increasingly willing to share its success with its employees.

Legal firms have suffered an image problem in the past – perceived as stuffy, old-fashioned businesses that not only failed to move with the times, but also frequently worked their staff through the night with little regard for the all-important work-life balance. But much has changed.

The picture of law firms as preferred employers is highlighted by the economic environment in which they are currently operating. Going into the latter half of 2008, the economy is not at its best but as the newspaper headlines shout about impending doom and gloom, the country's legal industry continues to deliver strong results and talk of ambitious growth plans.

The legal market is one of the UK's strongest exports, as British law firms prosper both at home and abroad, and whilst a dipping economy is good news for no-one, the majority of the firms profiled on the pages of Top Legal Employers 2009 show only respectful signs of concern. Whilst it is undoubtedly the case that those firms that are heavily dependent on the domestic property market, for example, are hurting, the truth is that most law firms in this country are now diverse businesses that have learnt from past recessions and structured their practices accordingly.

The financial results announced by the UK's top 100 law firms in May 2008 make optimistic reading: despite nine months having passed since the onset of the so-called Credit Crunch, many firms recorded double-digit increases in both turnovers and profits. The Lawyer magazine reported in July that the UK's top 30 law firms have increased revenues by no less than 145% since 2000, generating fees in 2008 of £10.5 billion compared to £4.3 billion eight years ago. Profits tell a similarly optimistic tale, up 93% so that the average equity partner in the top 30 now earns £765,000 a year.

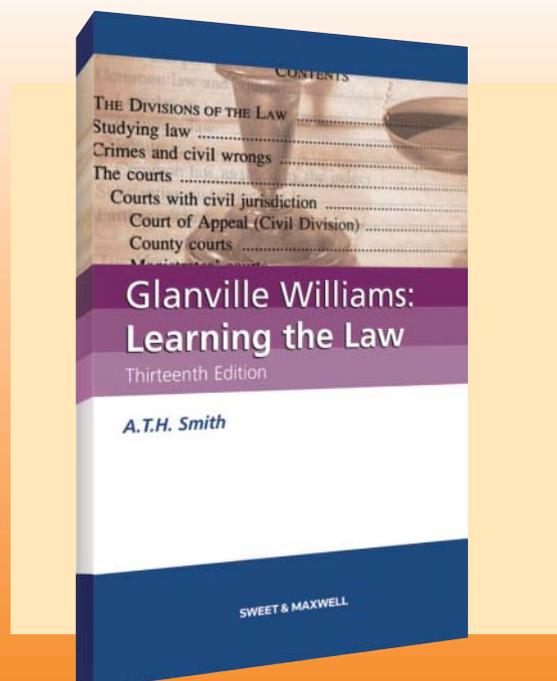
A number of firms attributed their successes to the diversity of their businesses, many of which are now international in reach, and have remained busy in areas such as litigation, employment, private client, intellectual property and regulatory work even while corporate and real estate has suffered.

The good news for potential employees of law firms is that as profits continue to rise, the legal industry has not shied from sharing its success with its employees. In 2008, the Association of Graduate Recruiters (AGR) published an annual survey of graduate salaries, and found that trainee solicitors had overtaken investment bankers for the first time to become the highest paid graduates in the country. The average starting salary for new lawyers was £36,500 in 2008, compared to £35,000 at investment banks and fund managers. Most law firms increased their starting salaries in 2008 despite wider economic concerns.

The law remains a highly competitive industry to get into, with the AGR reporting an average of 26 applicants for each job. But the Credit Crunch has done nothing to reduce the number of graduate positions available, with the report showing that there will be 12% more vacancies for university leavers in 2008 compared to 2007.

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Glanville Williams: Learning the Law
August 2006, ISBN 978-0-421-92550-2

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Available from www.amazon.co.uk, www.hammickslegal.com and all good bookshops

The legal industry has one other crucial advantage over the investment banking world when it comes to career choice, and that is the longevity of its recruitment strategies. During the course of 2008, layoffs by the world's big banks became a regular feature, with Citigroup just one of the firms that in June announced plans to cut its 65,000-employee global investment banking division by 10%. Law firms have in the past made redundancies during economic downturns, but such moves are now rare as a result of the difficulty firms face when trying to re-recruit skilled staff as the market picks up.

All in all, the UK legal industry has rarely been in better shape, and the competitive nature of the race for bright employees can only be a boon for those looking to enter the profession. Law firms have become more sophisticated in their recruitment initiatives, with issues such as diversity, flexible working, alternative career paths and corporate social responsibility now taken far more seriously.

Major organisations such as Barclays Bank are increasingly calling on their law firms to be proactive about their diversity initiatives, and those push factors mean firms can rarely get away with the age-old excuse of simply hiring on merit. Proactive efforts to make the profession more accessible to candidates from minority backgrounds are now more common, and The Law Society published its first diversity charter in 2008 to demand detailed statistics on age, gender, race, sexuality, disability and religion from law firms.

The last 12 months have also seen a number of law firms making considerable headway on the thorny issue of offering alternatives to partnership for bright lawyers who, for whatever reason, do not want to become partners. Whilst the profession has historically operated an up-or-out philosophy, such that those who were not interested in committing to partnership were often left without a role, things are moving forward and many firms now offer counsel or director roles to good people that they don't want to lose.

Finally, the legal industry has been moving quickly in the area of Corporate Social Responsibility, as the profiles in the pages of Top Legal Employers 2009 detail. No longer content to give a nod to the occasional pro bono project and make efforts to recycle paper, firms are now frequently publishing detailed CSR reports on their websites, working closely with their communities on projects that genuinely make a difference, and taking their environmental footprint far more seriously. As the UK economy enters tougher times, the British legal industry has rarely been in better shape. The firms profiled in Top Legal Employers 2009 are the best of the bunch when it comes to treating their employees properly: they will only consider first-rate applicants, and they expect joiners to work hard. Nevertheless, these firms all go the extra mile to counter overwork and to inject some fun and friendliness into their working environments, and that work-hard, play-hard mentality is to be encouraged now more than ever.



Top Legal Employers 2009 profiles a total of 24 law firms who can be considered the cream of the crop, evaluating each of them on the basis of their performance in terms of compensation, career prospects, working environment, innovation, corporate social responsibility, governance and environmental footprint. Each criteria is given a weighting, and only the top performers make it into the guide. Sweet & Maxwell has worked in conjunction with an independent research company, CRF, to identify firms that stand out from the pack. Then, a top research and writing team combined qualitative and quantitative research with articles from leading opinion formers to produce a truly unique and informative publication. Top Legal Employers 2009 is available in print from Sweet & Maxwell, priced £19.99. Ratings from Top Legal Employers 2009 are also free to view on Legal Hub (www.legalhub.co.uk), together with further articles.



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MAKING THE MOST OF LECTURES AND CLASSES

Attending lectures and classes is an important part of your legal education. Here, from *Glanville Williams: Learning the Law*, A.T.H. Smith explains how to make the most of them.

THE IMPORTANCE OF ATTENDING LECTURES

In the Middle Ages lectures were necessary because of the shortage of books. Now that printing has been with us for some hundreds of years, that many lecturers provide very comprehensive handouts and that the internet is developing apace, is there any need to continue the lecture system?

Perhaps the only comprehensive answer to this complex question is that it depends upon the particular lecturer and the particular lectures. You should soon appreciate that not all lecturers are seeking to achieve precisely the same objectives in the course of a lecture session. If you start with the assumption that each lecturer is determined to provide you with a set of perfect notes, with the aid of which you will be equipped to sail through the examination, you will be sorely disappointed.

But, speaking generally, lectures may be said to possess several merits as a means of instruction. They can quicken interest. To listen to even a competent lecturer makes a welcome change from the reading of books. Some lecturers seek to help an audience by giving the "basis and essentials" of the subject, elucidating the broad principles and indicating what is matter of detail. It is possible to dwell on the parts of the subject that experience shows to cause special difficulties. Another point in favour is that by varying the emphasis the lecturer can be more readily understood than can the toneless words of a book. Finally, the lecturer can bring textbooks up to date, and in a smallish class can solve individual difficulties through interaction and discussion.

TAKING NOTES

You will in time develop your own system of note taking, but there are some well-established systems, such as the "Cornell" system for taking notes and subsequent study.

This suggests that you should draw a vertical line about 2 inches from the left hand edge of the paper, using the right hand side to "record" the lecture itself, and the left for "recall" purposes subsequently. That is, the lecture is captured in general idea rather than detail and the key ideas can be summarised and reflected upon later in the recall column.

Some lecturers regard it as their sole function to stimulate and inspire; oblivious, perhaps, to the old Chinese proverb that "the palest ink is worth more than the most retentive memory", they do not particularly want notes to be taken. Certainly it is a great waste of time to sit through the average lecture making notes mechanically without thinking what they are about. Either concentrate on the lecture and rely upon your books for acquisition of facts, or form the habit of taking notes (using a lap-top if you are sufficiently familiar with the operation of such a machine as not to be distracted by it, and you can do this without distracting others) and at the same time following the line of argument.

It may set an edge upon your attention if you imagine that you are due to be tested in the subject immediately after the lecture. Another inestimable habit is of spending a part of each evening reading through all the notes taken in the day. It need hardly be added, after what has already been said about transcription, that the making of a fair copy of one's own lecture notes is a dismal waste of time.

USING SHORTHAND

Some lecturers are blamed for saying too many valuable things in too short a time, making it difficult for the pens of their audiences (particularly those not used to note-taking) to keep pace. Often, you will find that the lecturer is in fact making the same (or a very similar) point but in different language, in order to get the idea across. But if you are not used to taking

notes in lectures, and if the lecturer is using a handout and visual aids (such as a Powerpoint presentation), the difficulties of keeping track are compounded.

One tip that might help to meet these difficulties is to suggest that you use abbreviations. You can devise your own system, but might find that the following are particularly useful:

H husband	W wife
T tenant	L landlord
Er employer	Ee employee
C claimant	D defendant (in both civil and criminal cases)
A agent	P principal
P purchaser	V vendor

In land law it is customary to refer to imaginary pieces of land as Blackacre, Whiteacre, etc. The conventional abbreviations for these are Bacre, Wacre, etc.

Some traditional abbreviations make use of the stroke, "/". Apart from "a/c" (account), they all represent two words, the stroke being placed between the initial letters of each:

b/e	bill of exchange
b/l	bill of lading
b/n	bank note
b/s	bill of sale
h/p	hire purchase
p/n	promissory note



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This method can, of course, be extended to other common legal phrases:

a/b	act of bankruptcy
a/t	abstract of title
A/P	Act of Parliament
b/f	bona fide
e/r	equity of redemption
l/a	letters of administration
n/i	negotiable instrument
n/k	next of kin
p/a	power of appointment
p/p	personal property, part performance
p/r	personal representative
r/p	real property
r/c	restrictive covenant
s/g	sale of goods
s/p	specific performance

Alternatively the initial letters may be separated by periods:

b.f. (p)	bona fide (purchaser)
c.q.t.	cestui que trust c.q.tt. cestuis que trust
p.f.	prima facie

Or they may even be joined up:

CPS	Crown Prosecution Service
DPP	Director of Public Prosecutions

Another traditional method of abbreviation is to write the first pronounceable part of the word and then write the ending. Common examples of this method are *assn* for *association*, *dept* for *department* and *insce* for *insurance*.

If you fail to catch or understand a particular sentence, most lecturers do not mind being asked to repeat or amplify it. Exercise discretion in the matter. If you have missed the name of a case, and the lecturer has provided a handout, it may be better discreetly to ask a neighbour to point you in the right direction rather than disrupt the flow of the lecture. Some lecturers invite questions and argument; in that case see that you play your part.

DISCUSSION CLASSES

Considerably more important than the average lecture is the discussion class, generally called a tutorial, class, seminar or supervision. And of discussion classes, the most beneficial are those in which the discussion is centered on legal problems. With regard to these classes my injunctions are limited to two: first, attend them, and secondly, prepare for them by attempting to work out the problems for yourself before the session.

Half the value of the exercise is missed if you sit supinely back and let the instructor or the other members of the class address the problems for you. The larger the group, the less likely it is that you will be pressed to speak, and the more important it is that you should speak—if only in order to cultivate self-possession and to get used to the sound of your own voice in public.

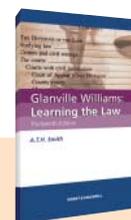
Talking about your work, whether in class or with friends, has the further very important advantage of helping the memory. To quote one of our psychologists:

"Some form of action or of expression would seem to be essential to unimpaired retention. It seems that good conversationalists and great talkers generally have good memories. It is over-simple to suppose that this is due to the fact that, having good memories, they are well supplied with topics of conversation. The reverse connection would seem to be involved. What is talked about is more firmly impressed upon the mind. Such men when they read a book immediately discuss it with a friend, thus unconsciously employing the potent principle of active repetition." C.A.Mace, op. cit. pp. 40–41.

THE HUMBLE NOTEBOOK

In conclusion, a few words on a comparatively humble matter, that of materials. The use of bound lecture notebooks is not to be recommended, because they are cumbersome and inelastic. If you use such notebooks and have three or four lectures to attend in a morning, this means a considerable weight and bulk to be carried about. Also, if you want to expand the lecturer's remarks with notes of your own you will find it difficult to do so within the confines of the notebook.

On both counts the loose-leaf system is greatly preferable. The student who adopts this system needs to take to lectures only a single loose-leaf notebook, the day's work being transferred to larger specialised files in the evening. Notes taken down in this form can be rearranged and expanded at leisure.



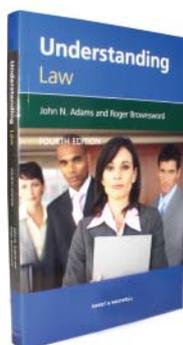
This article is adapted from the 13th edition of **Glanville Williams: Learning the Law** which is available from www.amazon.co.uk, www.hamickslegal.com and all good booksellers priced £12.95 [978-0-421-92550-2]

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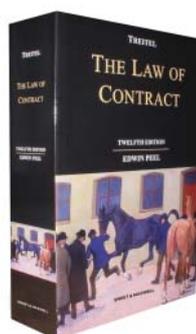


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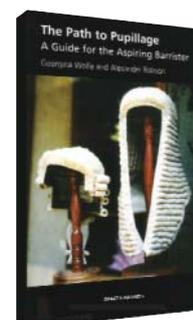


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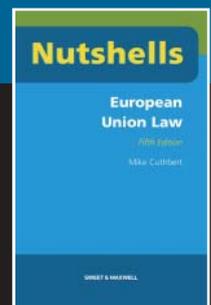
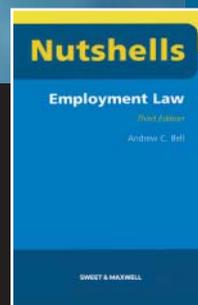
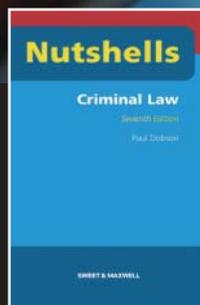
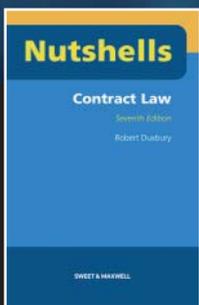
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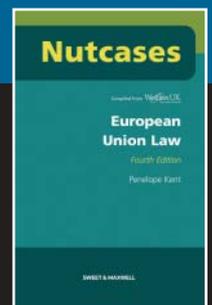
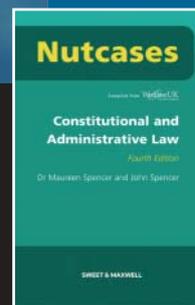
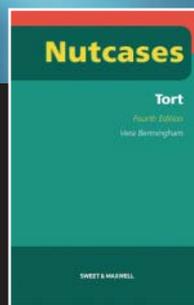
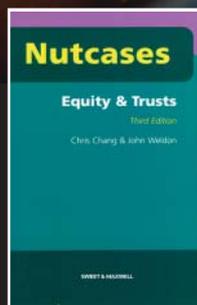
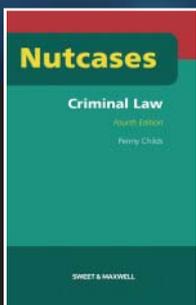
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