

Tutorial Letter 101/3/2019

Techniques in trial and litigation TLI4801

Semesters 1 & 2

Department of Criminal and Procedural Law

IMPORTANT INFORMATION

Please register on myUnisa, activate your myLife e-mail addresses and make sure that you have regular access to the myUnisa module website, TLI4801-2019-S1/S2, as well as your group website.

Note: This is an online module and therefore it is available on myUnisa. However, in order to support you in your learning process, you will also receive some study material in printed format.

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1 INTRODUCTION

Dear Student

Welcome to Techniques in Trial and Litigation.

Because this is a fully online module, you will need to use myUnisa to study and complete the learning activities for this course. Visit the website for TLI4801 on myUnisa frequently. The website for your module is TLI4801-19-S1/S2.

1.1 Getting started

Owing to the nature of this module, you can read about the module and find your study material online. Go to the website at <https://my.unisa.ac.za> and log in using your student number and password. You will see TLI4801-19-S1/S2 in the row of modules displayed in the orange blocks at the top of the webpage. Select the **More** tab if you cannot find the module you require in the orange blocks. Then click on the module you want to open.

You will receive this tutorial letter in printed format. While the printed material may appear different from the online study material, it is the same, as it has been copied from the myUnisa website.

In addition, you are also required to study the additional *e-reserves*, which are found on the Library site, where you will follow the following steps:

Go to the *Library site*

Click *Find e-reserves & Recommended books*

Enter the *module code*

Access the documents

We wish you much success in your studies!

2 OVERVIEW OF TLI4801

2.1 Purpose

This capstone module purposes itself on applied skills and competencies arising from the laws of civil procedure, criminal procedure and evidence. The purpose is to equip aspirant practitioners (not limited to attorneys, advocates, prosecutors, and legal advisors) with skills, techniques and aptitudes in litigation, necessary to represent clients in various legal causes, motions and actions. It emphasises technique over theory, which is assumed to be in place from earlier studies. It concentrates on imbuing skills for confident litigation and premises these skills on the values of competent representation, justice, fairness and ethical professional conduct. The module explores legal representation and the impact of multicultural diversity and diversification of the legal profession in South Africa. Students accredited with this module will be able to apply litigation conventions in the civil and criminal courts of the Republic.

This module is delivered using myUnisa and the internet as well as peer group interaction. Your lecturers will interact with you on myUnisa and via e-mail.

2.2 Outcomes

For this module, you will have to master several outcomes:

- Apply the concrete framework of applied law governing techniques in trial and litigation.
- Present the notions and guidelines mandatory to trial and litigation within the framework of the rule of law.
- Evaluate legal material to apply techniques to real-life trial and litigation situations.
- Analyse the integrated nature of the trial process in South African public and private law.
- Apply just, constitutional and lawful criminal and civil procedure in practice.
- Exhibit skills and techniques essential to trial, litigation and alternative dispute resolution mechanisms in South Africa.

3 LECTURERS AND CONTACT DETAILS

3.1 Lecturers

<i>Lecturer</i>	<i>Telephone details</i>	<i>Office number</i>	<i>E-mail address</i>
Professor F C Cassim	(012) 429 8587	Room 8-18	cassif@unisa.ac.za
Dr M T Mokoena	(012) 429-2265	Room 8-40	mokoemt@unisa.ac.za

3.2 Department

If you wish to contact the Department of Criminal and Procedural Law, do so at 012 429 4995, 012 429 8444 or, alternatively, 012 429 8397.

3.3 University

To contact the University, follow the instructions in the brochure **Study @ Unisa**. Remember to have your student number available whenever you contact the University.

Whenever you write to a lecturer, please include your student number to enable the lecturer to help you more effectively.

4 RESOURCES

4.1 Joining myUnisa

If you have access to a computer that is linked to the internet, you can quickly access resources and information at the University. The myUnisa learning management system is the University's online campus that will help you communicate with your lecturers, with other students and with the administrative departments at Unisa – all through the computer and the internet.

You can start at the main Unisa website at <http://www.unisa.ac.za> and then click on the myUnisa orange block. This will take you to the myUnisa website. To go to the myUnisa website directly, go to <https://my.unisa.ac.za>. Click on the **Claim UNISA Login** on the right-hand side of the screen on the myUnisa website. You will then be prompted to give your student number in order to claim your initial myUnisa details as well as your myLife e-mail login details.

For more information on myUnisa, consult **Study @ Unisa**, which you received with your study material.

4.2 Other resources – printed support material

Because we want you to be successful in this online module, we also provide you with some of the study material in printed format. This will allow you to read the study material even if you are not online.

The printed study material will be sent to you at the beginning of the semester, but you do not have to wait for it before you start studying – you can go online as soon as you have registered and find all your study material there. The material we will send you is an **offline** copy of the formal content for the online module. Having an offline copy will enable you to study for this module **WITHOUT** having to use the internet or to go to an internet café. It will save you time and money, and you will be able to read and re-read the material and start doing the activities.

It is very important that you log in to myUnisa regularly. We recommend that you log in at least once a week or every ten days to do the following:

- **Check for new announcements.** You can also set your myLife e-mail account to receive the announcement e-mails on your cellphone.
- **Do the Discussion Forum activities.** When you do the activities for each unit, we want you to share your answers with the other people in your group. You can read the instructions and even prepare your answers offline, but you will need to go online to post your messages.
- **Do other online activities.** For some of the unit activities you will need to post something on the **Blog**, take a quiz or complete a survey under the **Self-Assessment** tool. Do not skip these activities because they will help you complete the assignments and the activities for the module.

We hope that by giving you extra ways to study the material and practise all of the activities, this system will help you succeed in the online module. To get the most out of the online course, you **MUST** go online regularly to complete the activities and assignments on time.

Remember, the printed support material is backup material for everything that is found online on myUnisa. It does not contain any extra information. **In other words, do NOT wait for the printed support material to arrive before you start studying.**

4.3 Library services and resource information

For brief information, go to www.unisa.ac.za/brochures/studies

For detailed information, go to <http://www.unisa.ac.za/library>. For research support and services of personal librarians, click on "Research support".

The Library has compiled numerous library guides:

- finding recommended reading in the print collection and e-reserves – <http://libguides.unisa.ac.za/request/undergrad>
- requesting material – <http://libguides.unisa.ac.za/request/request>
- postgraduate information services – <http://libguides.unisa.ac.za/request/postgrad>
- finding, obtaining and using library resources and tools to assist in research – http://libguides.unisa.ac.za/Research_Skills
- contacting the Library/finding us on social media/frequently asked questions – <http://libguides.unisa.ac.za/ask>

5 PRESCRIBED BOOK

The prescribed textbook for this module is Marnewick CG “*Litigation Sills for South African Lawyers*” 3rd edition (2012 LexisNexis). The ISBN/ISSN number for the hard copy of the prescribed book is 9780409055023.

The content of TLI4801 is built around the prescribed textbook and it is therefore essential that you obtain a copy as soon as possible after registration. You will note that the online platform for the module centres on learning units. In each learning unit, you are referred to a specific chapter or part of the textbook to prepare. We therefore reiterate that you will not be able to successfully master this module without the prescribed textbook.

The textbook we use for this module is considered a professional title – this means that it is used in practice by practitioners. The textbook is extremely detailed and one of only a few publications on the topic of litigation skills from a South African perspective. Resultantly you will note that the prescribed textbook is slightly more expensive than what you may be accustomed to. Because of this, we have arranged with the publisher that they will offer the textbook as a substantial discount to Unisa students registered for this module **BUT** only if the book is ordered directly from the publisher using the form below.

5.1 Ordering your textbook

To order your textbook complete the form attached hereunder and send it to orders@lexisnexis.co.za. On the order form, you will be required to confirm:

1. How many copies you are ordering;
2. Confirm your payment details; and
3. Confirm your personal details.

If you prefer you may also contact LexisNexis using the details provided on the order form. Please note that this arrangement only applies if you order directly from the publisher. If you prefer to purchase the book at full price from a bookseller that is your choice.

5.2 Order form

Use the order form hereunder to order your textbook directly from the publisher. We have also loaded the form under “additional resources” on myUnisa for your convenience.

5.3 E-reserves

In addition, you are also required to study the additional *e-reserves*, which are found on the Library site, where you will follow the following steps:

Go to the *Library site*

Click *Find e-reserves & Recommended books*

Enter the *module code*

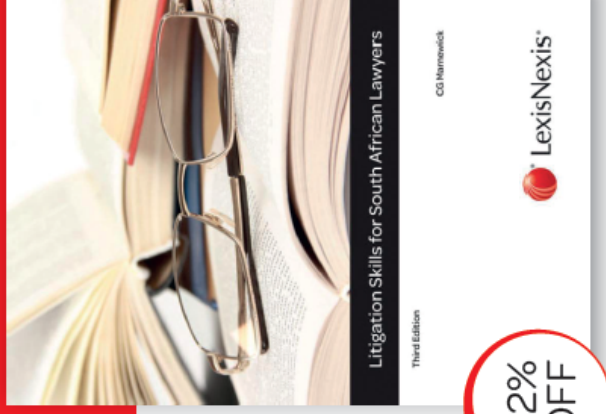
Access the documents

Litigation Skills for South African Lawyers Third Edition

By CG Marnewick

Litigation Skills for South African Lawyers covers everything from your first meeting with a client, through the court process, to meeting after the appeal has been finalised.

Special offer: R901.58
(incl. VAT and delivery)



About the Publication

Litigation Skills for South African Lawyers includes not only the skills and techniques required for civil litigation, including the new Court-based Mediation, but also the skills and techniques required of a prosecutor and defence counsel in criminal litigation. This publication is essential reading for both civil and criminal litigators.

Topics Covered

- Interviewing clients and witnesses
- Advising and counselling clients
- Alternatives to litigation
- Preparing to commence action
- Function, form and style of pleadings
- Drafting statements of claim
- Drafting pleas and special pleas
- Drafting replications and further pleadings

- Drafting exceptions, applications to strike out and objections to a charge
- Drafting applications
- Preparing the case for trial:
 - Advice on evidence
 - Preparing the case for trial:
 - Assembling the evidence
- Preparation for trial: Legal research
- Preparation for trial: Fact analysis and strategy
- The protocol and etiquette of the courtroom
- Opening statement
- Examination-in-Chief
- Cross-examination
- Re-examination
- Special procedures
- Closing argument
- Motion Court
- Persuasive advocacy: Substance and style
- Reviews
- Appeals



08 60 765 432 | orders@lexisnexis.co.za | store.lexisnexis.co.za

All you need to know

6 HOW TO STUDY ONLINE

6.1 What does it mean to study fully online?

Studying fully online modules differs completely from studying some of your other modules at Unisa.

- **All your study material and learning activities for online modules are designed to be delivered online on myUnisa.** Although we give you a printed copy to support your studies, the module is designed to be delivered online.
- **All of your assignments must be submitted online.** This means that you do all your activities and submit all your assignments on myUnisa. In other words, you may **NOT** post your assignments to Unisa using the South African Post Office.
- **All of the communication between you and the University happens online.** Lecturers will communicate to you by e-mail, and using the **Announcements**, the **Discussion Forums** and the **Questions and Answers** tools. You can also use all of these ways to ask questions and contact your lecturers.

6.2 The myUnisa tools you will use

All of the information about myUnisa tools is located under **Unit 0** on the myUnisa website for this module. However, we thought it was important to highlight the tools that will be used for your formal assignments.

In this module, there are three different types of assessment using different myUnisa tools:

- **Discussions:** This is the place where the online discussion forums take place and where you can share your ideas and insights with other students in your group. For many activities, the discussion forums are also used.
- **Assignments:** The assignments that are not done under **Discussions** are called written assignments. You have to type these assignments in a Word document, convert to PDF, and submit them online in the same way as you will submit all the other assignments online. The assignments will be routed to your lecturer who will mark them. Depending on the assignment, you may be asked to fill in a form or type a document. These typed assignments must be submitted as PDF documents using the online **Assignments** tool on myUnisa.
- **Learning units:** the prescribed work which you must study is indicated by way of learning units loaded on myUnisa. Each learning unit indicates learning outcomes and the prescribed work, which you must study. It also provides activities, which you will take part in online.

Under **Discussions**, several other discussion forums are available where you can share ideas and post your opinions online. We have also provided a platform on myUnisa, where you can socialise with the other students in the course.

You may also ask questions using the **Questions and Answers** tool. If your question is of general importance, your lecturer may publish it for the whole group to see.

7 ASSESSMENT

7.1 Assessment plan

We have given you a breakdown of the formal portfolio activities and assignments as they become due during the semester:

The due dates and unique numbers for the assignments are as follows:

FIRST-SEMESTER ASSIGNMENTS: DUE DATES AND UNIQUE ASSIGNMENT NUMBERS		
<i>Assignment description</i>	<i>Due date</i>	<i>Unique number</i>
Assignment 01	29 March 2019	759670
Assignment 02	26 April 2019	675259
Assignment 03 (exam portfolio)	17 May 2019	752588

SECOND-SEMESTER ASSIGNMENTS: DUE DATES AND UNIQUE ASSIGNMENT NUMBERS		
<i>Assignment description</i>	<i>Due date</i>	<i>Unique number</i>
Assignment 01	12 August 2019	718511
Assignment 02	13 September 2019	720262
Assignment 03 (exam portfolio)	4 October 2019	607872

*Because this is an online module, the assignments are not provided in this tutorial letter. Instead, the assignments are given in the study material as they become due during the course. You can see them when you go online or read about them in the printed support materials.

7.2 Purpose

This part of the tutorial letter is designed to both guide your studies in TLI4801 and prepare you to answer assignment and portfolio assessments. The goal is to better equip you with the necessary skills and approaches for studying the module and for writing assignments and the portfolio assessments. As stated in previous tutorial letters, the portfolio assessment (non-venue-based assessment) replaces formal examinations in this module, and represents the final assessment for this module. The portfolio examination is loaded as Assignment 03 on the assessment plan for the module.

Well-developed assignment and examination writing techniques will yield improved results in assessment. This tutorial letter therefore explores such techniques of examination preparation and writing skills, and strategies for improving your assignment and examination answering skills. The tutorial letter explores the following skill sets:

- analysing past examination questions
- planning essays
- writing appropriately and accurately
- arguing effectively, using appropriate concepts and theories
- managing your time during a portfolio assessment
- prioritising information in a portfolio assessment
- prioritising questions during a portfolio assessment
- understanding the negatives and positives of preparation using past examination papers

Mastering the techniques of written response and good preparation is a prerequisite of a successful examination and assignment performance. If you follow the suggested study method as described in this tutorial letter, you should not have any difficulty in mastering the subject and passing TLI4801.

NOTE: For purposes of this tutorial letter, any reference to the examination should be construed as a reference to the portfolio assessment (Assignment 03).

7.3 Year mark and final examination/portfolio

Your year mark for this module is as follows:

- The two compulsory formative assignments for this module contribute 40% towards your final mark and the examination (by way of portfolio) contributes 60% towards your final mark.

You will not write an examination for this module for the following reasons:

- Your final assessment task is called a portfolio and it is the focal point of this course.
- In your portfolio, you are expected to reflect on the holistic learning outcomes of the module and provide evidence to demonstrate that you have grasped the concepts through answering specific questions, analysing facts or perhaps drafting documents.
- The purpose of the portfolio is to assess whether you have achieved the overall purpose of the module indicated earlier in this document.

8 HINTS FOR EFFECTIVE STUDY AND PREPARATION

8.1 General remarks

As a distance education student, you are offered the benefit of controlling the time and pace of your studies. However, this benefit may be fruitless without proper and efficient study and preparation. There is simply no substitute for good, timely and thorough study and preparation if you want to do well in your portfolio assessment.

Preparation is crucial. Your study and preparation, though partly examination orientated, do not begin days and/or hours before the portfolio assessment. It should start very early in the semester or module period. It is through well-designed study and preparation that you will become acquainted with the subject matter.

Most students come to a distance education university with some ideas about how to go about studying, and how to prepare and revise for the portfolio assessment. The strategies you used in the past may have been effective for a particular type of assessment or the type of institution you attended, but those strategies are not necessarily the most efficient for this module or the demands of distance learning. To help you, we will explore strategies for improving your preparation techniques and skills. We will also help you refine your assignment and examination performance skills.

8.2 Thorough studying

Preparing for portfolio assessment is not only about learning and memorising facts and information – such as the names of cases, titles of statutes or numbers of the rules of court – so that you can repeat them without context. Simply memorising and repeating information is not enough to earn high marks. University examination entails the following, among others:

- Knowledge of what your lecturers expect of you
- Consideration of the assessment criteria
- Identification, selection and application of important legal principles and theories
- Realistic self-expectations
- Development of efficient and acceptable answering techniques and approaches
- Application of relevant legislation/law/precedent to answer problem questions

It is essential that you know the content of all legal sources and rules that you have been instructed to study. This implies that you should also understand the content thereof to such an extent that you are able to apply it when confronted with a set of facts.

Your learning and studying should be thorough in order for you to gain a deeper understanding of the prescribed material and the subject (after all, you need the knowledge to be able to practise law and advise clients).

8.3 Employ contextual and integrated study

Study the tutorial material in the context of the online learning units as a whole. An example may make this clearer: Do not study the components of particulars of claim in isolation. This is only a first step. Ensure, as a first step, that you understand what claim your client may have and which court you will be suing out of. Note the differences and their interrelation, and seek to understand why these differences exist.

8.4 Do not study selectively

Do not study selectively. Please note that no portions of the learning units are excluded for examination purposes, unless specifically so directed by your lecturers. The portfolio assessment paper is composed of questions drawn from all parts of the prescribed material.

8.5 Do not rely too strongly on past question papers

Please bear in mind that past papers have never been used as the basis for setting a portfolio assessment. Rather, pay more attention to the tutorial letters and content of the learning units and online activities to better prepare you for what you may encounter in the portfolio examination.

The (only) value of past papers is to obtain an idea of the kinds of questions asked and what is expected of you.

8.6 Practise learning unit activity questions

Each learning unit has a number of activities. The importance of activities cannot be over-emphasised. They are important in guiding you through the tutorial material and testing your insight and understanding of a particular learning unit. They will also help you to monitor your progress in achieving the stated learning unit outcomes.

Each activity is in effect an assignment for a specific learning unit. The activity is designed to enable you to:

- self-evaluate the correctness of your answers
- focus on the subject matter
- measure whether, and to what extent, you have applied knowledge and skills
- present your answers in an appropriate format

8.7 Consult lecturers and tutors (where tutors are available)

Communication with your lecturers or tutors is an important part of your study and preparation. Consult your lecturers when something about the course or the material is not clear. As you are a distance and self-directed education learner, it is difficult for your lecturers to be aware of any confusion in your studies, except when this shows in your assignment answers. A lecturer who does not hear from students may well conclude that they understand the subject and do not need further assistance.

You may arrange office or telephonic consultation sessions with your lecturers. Unisa also provides tutorial sessions, based on demand, at Unisa centres. Look out for these tutorial sessions, which are presented by tutors.

9 TYPES OF ASSESSMENT QUESTIONS AND FORMULATION

9.1 General

Both the examination and assignment questions are formulated specifically with a view to assessing the knowledge and comprehension of students, as well as assessing their capacities of application, analysis, integration and evaluation. In formulating the questions, lecturers take into account the students' level of education.

9.2 True-false questions

True-false questions usually consist of a statement which is either correct or incorrect. You answer "true" (if you think a statement is correct) or "false" (if you think a statement is incorrect). When answering this type of question, be on the alert for qualifying words such as:

- all, none, always, never (which generally make a statement false)
- most, some, usually, seldom (which tend to make a statement true)

Similarly, look for multiple ideas or concepts within the true or false question. The general rule is that all parts of the statement must be true or the entire statement is false. If any one part of the statement is false, the whole statement is false, even if it contains certain elements of truth.

9.3 Multiple-choice questions

Here the assessment item is composed of a question, correct answer(s) and distracters (incorrect statements). The formulation of multiple-choice questions will differ. For example, the question may consist of 1 correct statement/answer and 3 to 4 incorrect statements/answers (distracters); or it may consist of 2 correct statements and 3 incorrect statements; and so forth.

Multiple-choice questions are generally simple and straightforward in design. They attempt to test and assess your competency in the module/course and to measure your achievement of the intended course/module objective. The statements are designed to give you a broad overview of the module and, at the same time, to draw your attention to its scope. They are also designed to teach you to read accurately. In general, be wary of absolute statements (such as “always”, “never”, “only”, etc – they tend to indicate a wrong statement).

9.4 Case analysis questions

Case study questions are used to test your ability to interpret real or factual situations. The most common requirements in a case analysis are:

- problem identification and problem solving
- comprehension of complex situations
- identification of central issues
- deduction or inference

9.5 Essay questions

Essay questions may be formulated as short/long essay questions or in a manner that requires you to draft a court document or process based on a given set of facts. Essay questions are designed to test your ability to synthesise information and/or to organise your thoughts on paper. When answering an essay question, it is important to use a good **writing strategy** that will persuade the reader and examiner that you know your study material.

A good writing strategy includes your familiarity with the terminology used in the question, your ability to dissect the question and to grasp the essence of the question – that is, your ability to identify what the question requires in terms of content and genre.

Note the following: When answering essay questions, particularly open-ended questions, you need to explain, develop and support your thesis or the crux of your answer, drawing upon materials from texts, lectures and other sources. You must be sure to support any and all generalisations with concrete evidence, relevant facts and specific details that will convince your reader that your thesis or point is valid. Make your main points stand out by writing distinct paragraphs, and indicate the relationship between them by means of transitions.

9.6 Open-ended question

An open-ended question is designed to encourage a full, meaningful answer using the subject's own knowledge and/or feelings. It is the opposite of a closed-ended question, which encourages a short or single-word answer.

Open-ended questions also tend to be more objective and less leading than closed-ended questions.

Open-ended questions typically begin with words such as “Why” and “How”, or phrases such as “Tell me about ...” Often they are not technically a question but a statement, which implicitly asks for a response.

10 ASSIGNMENT SKILLS

10.1 General

Assignment questions are the first assessment of your ability to develop a clear, concise and well-supported point of view on a specific question, researching relevant material (both related to and exceeding the study material skills), and working within a given set of criteria. Furthermore, they help you gain a more in-depth understanding of particular topics in CIP2601.

10.2 Assignment skill development

10.2.1 Determining the type of question

The question may be set in a variety of ways. It may be set as a factual question, as a short sentence (for example, “explain”, “discuss”), as an essay question, as one or more points which you need to address, or in a manner which requires you to draft a document or process.

It is important to make sure you read the question and the marking criteria properly and thoroughly, and answer accordingly.

10.2.2 Analysing the question

In assignments, you have enough time at your disposal to analyse the question. You should do this by separating the question from the context and analysing each part. Typical questions that you may ask yourself are:

- What is the question asking me to do?
- What else should I consider from the contextual material as part of the answer?
- Is there anything that requires clarification?

10.2.3 Researching the answer

Bear in mind that an assignment gives you the benefit of unrestricted access to study material and sources in the same way as an open-book examination. Your assignment answers should therefore be of high scholastic quality and show evidence of your effective research, application and use of correct information.

You should research appropriate material to answer your question. Your prescribed study material should be the first source you consult, but not the only source.

10.2.4 Writing/formulating your answer

Your answers should be well reasoned, clearly developed and concise. They should answer the question within the framework of the contextual material and the marking criteria. Your answer should therefore:

- deal with the question asked
- show evidence of research
- apply relevant rules, principles and doctrines
- appropriately reference information sources using footnotes and a bibliography

11 OBSERVATIONS FROM PAST EXAMINATIONS AND ASSIGNMENTS

11.1 High quality answers

The following points have been found to distinguish better examination and assignment answers from poorer answers.

Good answers are ones which:

- are clear in what they say
- keep to the point and are well reasoned
- are organised into separate paragraphs
- apply the law appropriately to the facts or clearly demonstrate the application of the law to the facts
- provide authoritative evidence to back up assertions

Poorer answers typically contain some or all of the following faults:

- They have no paragraph structure – ideas just run together in a continuous flow.
- Ideas are presented in an illogical order.
- They contain high levels of general theory, with no specific information.
- They are cut and pasted from other places without acknowledgement of the sources.
- Many assertions are made, without any evidence to support them.
- They are clearly written/typed in a hurry and are disorganised.
- They miss the point in question and waste a lot of space on irrelevant material.

11.2 Portfolio assessment performance

The following are the problems we regularly encounter, and we hope that by bringing them to your attention you will be able to avoid them.

- a) Many students do not prepare thoroughly for the portfolio assessments. They try to master the work during the submission period, and their answers consequently illustrate that they are unable to correctly identify and apply the applicable principles. Answers to questions are not hidden somewhere in the text of the study guide, just waiting to be found and to be copied verbatim – **application** questions require insight into the work examined! Superficial preparation also gives rise to the total misunderstanding of questions, resulting in completely incorrect answers.
- b) It is disconcerting that some students do not study the compulsory reading material. Those students who study relevant prescribed material and amendments often obtain a high mark in related questions, while other students who did not study the prescribed work or amendments fare badly.
- c) Students **continue to disregard tutorial material and other feedback, such as feedback on assignments and amendments to the tutorial material**. The feedback on assignment questions is designed to help you answer questions properly and further prepare you for the portfolio assessment. Amendments ensure that your knowledge is current, and that you do not fail questions outright.
- d) Many students do not give reasons for their answers as instructed, or they inadequately substantiate their answers. Marks are not awarded for merely stating “yes” or “no”. Answers must be substantiated. We reiterate the point made above that you must be guided by the mark allocation to determine how much information is required in your answers.

- e) Many students do not read the questions properly. This is a very foolish way to lose marks. Please read the questions carefully: we cannot award marks for a discussion of a topic not asked!
- f) We reiterate that students who study selectively will fare badly in the portfolio assessment. Therefore, no portion of the learning units should be excluded for portfolio assessment purposes.

We sincerely hope that the above comments will prove to be helpful to you when preparing for the forthcoming “examination”, which is a non-venue-based assessment.

12 ASSIGNMENTS – GENERAL COMMENT

The due dates and unique numbers for the assignments are as follows:

FIRST-SEMESTER ASSIGNMENTS: DUE DATES AND UNIQUE ASSIGNMENT NUMBERS		
<i>Assignment description</i>	<i>Due date</i>	<i>Unique number</i>
Assignment 01	29 March 2019	759670
Assignment 02	26 April 2019	675259
Assignment 03 (exam portfolio)	17 May 2019	752588

SECOND-SEMESTER ASSIGNMENTS: DUE DATES AND UNIQUE ASSIGNMENT NUMBERS		
<i>Assignment description</i>	<i>Due date</i>	<i>Unique number</i>
Assignment 01	12 August 2019	718511
Assignment 02	13 September 2019	720262
Assignment 03 (exam portfolio)	4 October 2019	607872

Your year mark for this module is as follows:

- The two compulsory formative assignments for this module contribute 40% towards your final mark and the examination (by way of portfolio) contributes 60% towards your final mark.

You will not write a venue-based examination for this module for the following reasons:

- Your final assessment task is called a portfolio and it is the focal point of this course.
- In your portfolio (Assignment 03), you are expected to reflect on the holistic learning outcomes of the module and provide evidence to demonstrate that you have grasped the concepts through answering specific questions, analysing facts or perhaps drafting documents.
- The purpose of the portfolio (Assignment 03) is to assess whether you have achieved the overall purpose of the module indicated in Tutorial Letter 101.

The prescribed textbook for this module is Marnewick CG “Litigation Skills for South African Lawyers” 3rd edition (2012 LexisNexis). The ISBN/ISSN number for the hard copy of the prescribed book is 9780409055023.

PLEASE NOTE: In addition, you are also required to study the additional e-reserves, which are found on the Library site, where you will follow the following steps:

Go to the *Library site*

Click *Find e-reserves & Recommended books*

Enter the *module code*

Access the documents

The content of TLI4801 is built around the prescribed book and it is therefore essential that you obtain a copy as soon as possible after registration. You will note that the online platform for the module centres on learning units. In each learning unit, you are referred to a specific chapter or part of the textbook to prepare.

13 FORMATIVE ASSIGNMENTS

- a) The assignments for this module consist of two written assignments, each worth 100%. However, the two **compulsory Assignments 01 and 02** together **contribute 40%** towards your final mark for this module (01 = 50%, 02 = 50%). Feedback on the assignments will be posted on myUnisa. No feedback will be posted through ordinary mail, as this module is a fully online course. Read the instructions for each assignment carefully, as you may score 0% if you fail to adhere to our instructions.
- b) Note that, should you **obtain less than 40% in the examination (Assignment 03)**, your year mark will not be taken into account in calculating your final mark.
- c) The examination (Assignment 03) is worth 100 marks but contributes 60% towards your final mark for the module.
- d) **You gain admission to the examination by submitting Assignment 01 and Assignment 02. Assignments 01 and 02 contribute towards your year mark.**

For each semester, there are two compulsory assignments for TLI4801. These are discussed below.

- **Assignment 01 is a compulsory assignment** consisting of research essay questions marked by the lecturers and contracted markers. The commentary on the compulsory assignments **will be POSTED ON MYUNISA**. Check your answers as soon as the commentary is released. The assignments and the commentary on the assignments constitute an important part of your study material for the examination. Assignment 01 contributes 50% towards your final mark.
 - **Assignment 02 is a compulsory assignment** consisting of research essay questions marked by the lecturers and contracted markers. The commentary on the compulsory assignments will be **POSTED ON MYUNISA**. Check your answers as soon as the commentary is released. The assignments and the commentary on the assignments constitute an important part of your study material for the examination. Assignment 01 contributes 50% towards your final mark.
- e) Plagiarism is the act of taking the words, ideas and thoughts of others and passing them off as your own. It is irrelevant whether the words are contained in prescribed textbooks, study guides or tutorial letters – using them without acknowledgement is an academic offence. If you acknowledge the source and the author of the source, using the relevant

material will not amount to plagiarism. Plagiarism is a form of theft that involves a number of dishonest academic activities. Plagiarism occurs when using direct quotations, paraphrasing work or using patchwork processes to reproduce the work of others without acknowledging the original source. Although students may work together when preparing assignments, each student must write and submit his or her own individual assignment. In other words, each student must submit his or her own work. It is unacceptable for students to submit identical assignments on the basis that they worked together. That will amount to plagiarism and none of these assignments will be marked. Furthermore, these students may be penalised or subjected to the disciplinary proceedings of the University. Ensure that you use LLBALL_301 as a reference guide to properly reference your work, using the footnote and bibliography style prescribed for the School of Law.

- f) There is **no work-integrated or experiential learning** required for this module, although we will require you to undertake independent research on case law and legal opinion as authority for assignments.
- g) Submission of assignments is effected as follows:

➤ **Electronic submission**

To submit assignments via myUnisa, follow the steps below:

1. Go to the myUnisa website at <http://my.unisa.ac.za>.
 2. Log in with your student number and password.
 3. Select the module code for this course.
 4. Click on **Assignments** in the left-hand menu.
 5. Click on the assignment number that you wish to submit.
 6. Follow the instructions on the screen.
- h) It has been our general experience that students are often at a loss when they receive an assignment mark that indicates that they have failed outright or have perhaps underperformed in their opinion. Some students obtain a pass mark but are nonplussed at the mark received and are convinced that they should have been awarded a higher mark. Questions are then raised as to how assignments are marked, and by whom. A large number of students register for TLI4801 each year, and it is for this reason that external markers are used to assist in the marking of written assignments. The primary lecturer and course leader provide the external markers with complete memorandums and marking instructions for all written assignments. Each marker is drawn from practice and is academically qualified to assess assignments in law. All of our markers are experienced both in the practice of law and in legal studies. Samples of each marker's marked assignments are moderated by the lecturers and these assignments undergo careful screening for any inconsistencies before the marks are released. If you are for any reason dissatisfied with the mark you receive for an assignment and wish to query it, contact the primary lecturer assigned, as indicated earlier in this tutorial letter. Note that complaining by way of social-media forums is not an acceptable way to lodge a complaint with regard to the marking of an assignment, and you cannot expect us to take note of a complaint which is not brought directly to our attention. Remember that we are here to assist you in your learning journey, but we cannot do so unless you bring any issue you may have to our attention.

14 ASSIGNMENTS – SEMESTER ONE

FIRST-SEMESTER ASSIGNMENTS: DUE DATES AND UNIQUE ASSIGNMENT NUMBERS		
<i>Assignment description</i>	<i>Due date</i>	<i>Unique number</i>
Assignment 01	29 March 2019	759670
Assignment 02	26 April 2019	675259
Assignment 03 (exam portfolio)	17 May 2019	752588

14.1 Assignment 01 – Semester 1

The assignment below is based on Appendix 1 on pages 477 to 480 of your prescribed textbook (Marnewick). Read the statement of Mrs Anne Smith contained therein and then answer the following questions, using proper references.

1. Ms Dolly Young, who is Mrs Smith's attorney of record, has briefed you. Ms Young has requested advice from you regarding Mrs Smith's case. Ms Young further requires you to identify the pertinent legal principles, how they apply to the particular facts and circumstances of the case in question and advice on futures steps that can be taken to address Mrs Smith's concerns. Answer the following questions:

(a) Discuss whether it is appropriate to give advice by letter or memorandum to Ms Young. (10)

(b) Depending on your answer in (a) above, draft the format of the letter or memorandum to Ms Young. (10)

Refer to pages 33 to 35 of the prescribed textbook as a starting point. Your answers may not exceed twelve (12) pages in length. (20)

2. After receiving the advice, Ms Young decides that the most appropriate course of action is to explore alternative methods to formal litigation to save costs and time. With reference to pages 49 to 53 of the prescribed handbook, discuss the use of mediation as an appropriate strategy in this case. Your answer may not exceed ten (10) pages in length. (15)

3. Discuss when it would be appropriate to use a pre-trial conference in Mrs Smith's case, and what matters you may consider for discussion at such a conference. Refer to pages 222-223 of the prescribed textbook. Your answer must not exceed ten (10) pages in length. (15)

[50]

14.2 Assignment 02 – Semester 1**Question 1****Source: Maharaj, A. *Confident Criminal Litigation* (2010) Chapter 1: Arrest and Bail**

1. Y is arrested on a charge of *murder*, in that he killed the deceased in a fight over a woman. He thereupon phones his attorney X from the police holding cells and says to her: "I have been arrested, get me out of jail."
- (a) Critically discuss whether prosecutorial bail may be applied for the release of the accused in this instance. Your answer must also include the most important constitutional provisions which are applicable to pre-trial release. (15)
- (b) In terms of the Criminal Procedure Act 51 of 1977, the *interests of justice* do not permit the release from detention of an accused where certain grounds are established. Mention the grounds which a court must take into account before releasing an accused on bail. (5)

Source: Palmer, R & McQuoid-Mason, D. *Basic Trial Advocacy Skills*: Chapter 1

2. In general, lawyers are required to exercise a high level of honesty, scrupulousness, integrity and professionalism in the performance of their duties. X, Y's attorney, approaches Z at a well-known supermarket and requests him to recuse himself from the ensuing trial hearing because Z is "biased" against her client. X bases her assertion on the fact that Z has already made several unfavourable rulings against X during the trial.

Discuss:

- (a) the factors to be taken into account in the application for recusal. (10)
- (b) the appropriateness of X's "application" for recusal. (5)
- (35)**

Question 2**Source: Maharaj, A. *Confident Criminal Litigation* (2010) Chapter 1: The trial**

The evidence against Violent Mashaya in respect of the murder charge is that he assaulted the deceased, Victim Skepsel, with clenched fists. The incident occurred 30 February 2018, at Esselen Str, Sunnyside, in the regional division of North Gauteng. Violent instructs Crooked One, his attorney, that he did, in fact cause the death of the deceased. However, he denies killing the deceased on purpose, and instructs the attorney to tender a plea, on his behalf, of assault with intent to cause grievous bodily harm. Draw a plea of guilty in terms of s 112 (2) of the Criminal Procedure Act 51 of 1977. In your answer, you are required to make up the facts of the case insofar your own rendition does not detract from the core issues as mentioned above.

(15)**[50]**

15 ASSIGNMENTS – SEMESTER TWO

SECOND-SEMESTER ASSIGNMENTS: DUE DATES AND UNIQUE ASSIGNMENT NUMBERS		
<i>Assignment description</i>	<i>Due date</i>	<i>Unique number</i>
Assignment 01	12 August 2019	718511
Assignment 02	13 September 2019	720262
Assignment 03 (exam portfolio)	4 October 2019	607872

15.1 Assignment 01 – Semester 2

The assignment below is based on Appendix 1 on pages 477 to 480 of your prescribed textbook (Marnewick). Read the statement of Mrs Anne Smith contained therein. Answer the following using proper references. Refer to additional resources where relevant.

1. Mrs Smith has elected to sue the insurance company for payment of the amount due to her on her husband's insurance policy, which was ceded to her. The insurance company has indicated that they will defend the action. Mrs Smith seeks your legal advice. Answer the following questions:
 - (a) Discuss whether you will use a simple summons or provisional sentence summons to institute the claim. (6)
 - (b) Discuss the circumstances when a summary judgment application is appropriate. (4)
 - (c) Draft the declaration if no application for summary judgment has been made. (15)

Refer specifically to pages 95,104 -108,121 and 403 of the prescribed textbook. Your answers may not exceed fifteen (15) pages in length. **(25)**

2. Discuss the types of evidence that are relevant to Mrs Smith's case. Refer to pages 209 to 210 of the prescribed textbook. Your answer may not exceed five (5) pages in length. **(10)**
 3. Discuss the relevance of the opening statement in civil trials and draft the opening statement in Mrs Smith's civil case. Refer to pages 278-289 and 296-299 of the prescribed textbook. Your answer should not exceed ten (10) pages. **(15)**
- [50]**

15.2 Assignment 02 – Semester 2

Question 1

Source: Palmer, R & McQuoid-Mason, D. *Basic Trial Advocacy Skills: Chapter 1*

1. Discuss the trial lawyer's personal responsibility for his or her own conduct. (5)
 2. Did Crooked Face, in your view, act within his scope of duties by inquiring into the client's version? (5)
 3. In light of Crooked Face's knowledge of the true state of affairs, discuss his options and approach in the situation where Honest insists on his *plea of guilty*. Your answer should also be discussed in the context of the *duty of the lawyer not to knowingly mislead the court, vis a vis the duty to "fearlessly" uphold the client's interests*. (10)
 4. Discuss the trial lawyer's *right to choose appropriate method of presenting case*. (5)
- (25)**

Question 2

Source: J Engelbrecht, *Morris Technique in Litigation (2010) Chapter 19*

Criminal cases

1. Which is the most important information for the lawyer to have in preparation for consultation with the client? (2)
 2. What is a "strategic plan"? And what does it entail? (3)
 3. Why is it necessary for the lawyer to ascertain any statements or admissions which the accused might have made to the police upon arrest? (2)
 4. Discuss the "cautionary rule" which should be kept in mind by the lawyer when considering consultation with his or her client in the presence of supporting defence witnesses. (5)
 5. The lawyer is required to "prepare" defence witnesses for the forthcoming trial. Discuss some the most important aspects of the process which the lawyer must familiarize the witnesses with. (10)
 6. The lawyer is always required to take into account the best interests of the client when giving advice or undertaking a course of action. Which avenue should the lawyer pursue in circumstances where the accused pleads guilty to the charges? (3)
- (25)**
[50]

16 PORTFOLIO ASSESSMENT (NON-VENUE-BASED ASSESSMENT)

16.1 General information for noting

You will have read in Tutorial Letter 101 that you will not be writing a formal examination for this module. Rather, you will be submitting a portfolio assessment (non-venue-based assessment) in the form of an assignment (Assignment 03). This type of assessment represents your final assessment in this module, and it will thus essentially count as the “examination”.

Please note the following information:

- a) Please ensure that you submit your portfolio assessment during the correct semester (according to your registration). In other words, if you are registered for Semester 01, you must submit the portfolio assessment for Semester 01, and if registered for Semester 02, the one for that semester. Also, ensure that you use the correct unique number to avoid being logged out of the myUnisa platform. Supplementary students, see (k) on the next page.

FIRST-SEMESTER ASSIGNMENTS: DUE DATES AND UNIQUE ASSIGNMENT NUMBERS		
<i>Assignment description</i>	<i>Due date</i>	<i>Unique number</i>
Assignment 03 (exam portfolio)	17 May 2019	752588

SECOND-SEMESTER ASSIGNMENTS: DUE DATES AND UNIQUE ASSIGNMENT NUMBERS		
<i>Assignment description</i>	<i>Due date</i>	<i>Unique number</i>
Assignment 03 (exam portfolio)	4 October 2019	607872

- b) The portfolio assessment will appear in a tutorial letter (Tutorial Letter 202). The questions in this assessment will consist of problem questions. The particular tutorial letter will be uploaded on myUnisa and will be available at the start of the submission period, and will only appear during this period. Once this period expires (after the closing date), it will automatically disappear and submission of the assignment will no longer be possible. Students can thus start preparing the assessment as soon as the tutorial letter has been uploaded on myUnisa. **HARD COPIES OF THE PORTFOLIO ASSESSMENT WILL THUS NOT BE MAILED TO STUDENTS.**
- c) You will submit the portfolio assessment as a single document in PDF format on myUnisa. Your answers must not exceed 12 typed pages. Portfolios that are e-mailed to lecturers **WILL NOT BE ACCEPTED**, as assignments must be registered and processed on the system by the Assignment Department. If you submit your portfolio in an incorrect format, or if you submit the portfolio with security restrictions under the “protect document” option, the portfolio will simply be cancelled and you could fail this assignment (which will result in you having to register for this module again next semester). Security restrictions interfere with the electronic marking program used and prevent the electronic marking of assignments.

- d) You may only submit one document, so make sure that everything that you want us to assess is included in the ONE document that you submit. No additional files will be accepted either on myUnisa or via e-mail. This includes the certificate of authenticity! When a second document is submitted after the first submission, the first is automatically replaced. If the certificate happens to be the second submission, it means that only the certificate is processed and sent for marking. Obviously a zero-mark will be awarded as there is nothing to mark, and this will cause you to fail the examination. Make sure you do not fail due to your own negligence! Further note that if you try and resubmit a portfolio AFTER the closing date (even where myUnisa shows a resubmit tab), the system will cancel your assignment and award a zero mark.
- e) Make sure that you keep a copy of the portfolio that you submit AND keep evidence of your submission on the myUnisa platform. Also, **FOLLOW ALL THE STEPS REQUIRED FOR SUBMISSION**. If you fail to do so, the system will show that you did not submit the portfolio assignment, and your examination result will reflect “absent from examination”.
- f) No extensions will be granted since this assessment counts as your examination for this module. The system may become congested due to high volumes on the due dates, so you are advised to submit your portfolio assessment earlier than the due dates set out above, to avoid delays and bottlenecks in your submission. **DO NOT WAIT UNTIL THE LAST MOMENT TO SUBMIT – IT IS YOUR RESPONSIBILITY TO SUBMIT TIMEOUSLY.**
- g) All queries regarding problems with myUnisa must be addressed to the Assignment Department or the ICT Department and not to the lecturers. We cannot provide any technical assistance and also do not have access to the ICT systems.
- h) You are required to complete the Declaration of Authenticity template provided in the tutorial letter. This declaration certifies that the work submitted is your own work, and your work must show no evidence of plagiarism. If you do not complete this declaration, we will not mark your portfolio as we do not have evidence that the work submitted is your own work. If you cannot attach a signature, you may type out your name in full on the certificate. You may attach the certificate in any manner, and may also simply retype it if more convenient.
- i) Please do not contact the lecturers for guidelines regarding the completion of the portfolio assessment. Obviously, you may also not solicit or exchange assistance and answers on chat forums.
- j) Please consult the announcement page on myUnisa for regular updates regarding TLI4801.
- k) **SUPPLEMENTARY STUDENTS:** These students must take particular care to submit the correct portfolio assessment. You must submit the same portfolio assessment as the registered students of a specific semester. For example, if you were registered for Semester 01/2019, you will be writing the supplementary examination during October/Nov 2019, and must complete and submit the assignment contained in Tutorial Letter 202/2/2019. Under no circumstances must you submit the portfolio for Semester 01/2019 – it will be senseless, as you already failed that, and resubmitting it will not change anything. **You will only use the unique number for that semester (semester 1 of 2019), as it is necessary to identify you as a supplementary student on the system. We will provide this unique number in Tutorial Letter 202, and will also include it in an announcement on myUnisa.**

16.2 Answering the portfolio assessment

At this stage of the process, we assume that you have a thorough understanding of the module content and will have worked actively and prepared thoroughly throughout the semester.

What makes a good examination answer is not analysed only in terms of the content but also in terms of how you have presented the information, how your answer has been argued, and how the wording of the question has influenced the way you handled the information.

Bear the following in mind:

- information required per mark allocation
- numbering of questions and sequencing of answers
- clarity and legibility of your answer
- proofreading your answers
- paragraphing essay answers

16.2.1 *Information required per mark allocation*

The questions are all very specific, and you must be guided by the number of marks awarded for a question to determine how much information is required in the answer. When answering, always remember that the examination is more about the “quality” than “quantity” of information. Avoid unnecessary wordiness and do not include irrelevant information.

16.2.2 *Numbering of questions and sequencing of answers*

Always indicate the number of the question you are answering.

You must answer questions **in the order or sequence** in which they appear in the examination paper. Please ensure that your answers are **clearly numbered**.

16.2.3 *Clarity and legibility*

We require a clearly typed or written answer with readable information from you. Clear and legible work assists us in finding creditworthy points that you communicate to us. Type or write your answer clearly and concisely, and keep to the point.

14.2.4 *Proofreading your answers*

Always reserve a few minutes after completing your paper to proofread your answers carefully for grammatical and spelling errors. If your spelling skills are poor, make sure you know how to spell the relevant terminology correctly. The proofreading exercise will involve:

- a) making sure you have stuck to the question and not digressed from it
- b) checking the quality of your answers

If you find you have inserted irrelevant statements and paragraphs, remove them before submitting. It is better to cross out a statement or a paragraph that is irrelevant (and to replace it with a relevant one if you have time and space) than to allow it to stand. In this context, quality is always preferable to quantity.

16.2.5 Paragraphing your essay answers

Paragraphing is another important feature of essay structure. Paragraphs are units of thought that help to break a large body of text into smaller sections so that it is easier to read and to understand. In a well-constructed essay, each new point in the argument is presented and developed in a new paragraph.

Each paragraph of an essay should contain:

- a topic sentence
- one or more supporting sentences

The topic sentence states the main idea of the paragraph. While it is often the opening sentence, it can also occur in other positions within the paragraph, and may even be the final sentence. The remaining sentences elaborate upon, and provide evidence for, the idea expressed in the topic sentence.

16.3 When answering the portfolio assessment

16.3.1 Understand and answer the questions asked

Answer **exactly** what the questions ask. In order to answer exactly what a question asks, you must read it carefully and be sure you understand exactly what it is asking. Be sure to distinguish between relevant information and extraneous information.

16.3.2 Be aware of the meaning of words and answer appropriately

You should ensure that your response matches the requirements of the question. When answering a question, take into account the “directive words” or “prompts” or “key words”, which are carefully chosen and contain specific instructions about **what** you are to write.

The following words are arranged into groups according to whether the question requires you to identify, explain, compare or assess something. These words are often found in examination questions to guide you on what your answer should include and how it should be focused and structured. The words all have different meanings and will require a different approach and style of answer.

IDENTIFY

The first group comprises question words, which elicit direct answers.

- LIST – Write an itemised series of concise statements.
- ENUMERATE – Write in a list or outline form, making points concisely one by one.
- DESCRIBE – Recount, characterise, sketch, relate in a sequence or story form.
- DEFINE – Give clear, concise, authoritative meanings.
- STATE – Present main points in brief, clear sequence, usually omitting minor details and examples.

EXPLAIN

As a group, these words tend to suggest fully thought out and demonstrated answers:

- DISCUSS – Consider various points of view, analyse carefully, and give reasons for and against.
- ANALYSE – Summarise fully with detail in accordance with a selected focus, consider component parts of ideas and their inter-relationships.
- EXPLAIN – Clarify, interpret, and give reasons for differences of opinion or of results, analyse causes.
- ILLUSTRATE – Use a word picture, diagram, or concrete example to clarify a point.
- OUTLINE – Organise a description based on main points and subordinate points, stressing the arrangement and classification of the subject matter.

COMPARE

These action words are premised on an analysis, which works to integrate ideas under focus; emphasising similarities [and] differences ...

- COMPARE – Look for qualities or characteristics that resemble each other. Emphasise similarities, but also note differences.
- CONTRAST – Stress differences, dissimilarities of ideas, concepts, events, problems, and so forth, but also note similarities.
- RELATE – Show how ideas or concepts are connected to each other.
- Related words: DISTINGUISH

ASSESS

Writing an essay question with the following action words involves invoking acceptable criteria and defending a judgment on the issue, idea, or question involved. Underlying questions here include “to what extent?” and “how well?”

- CRITICISE – Express your judgment about the merit, truth, or usefulness of the views or factors mentioned in the question.
- EVALUATE – Appraise, give your viewpoint, cite limitations and advantages, include the opinion of authorities, and give evidence to support your position (cf., CRITICISE).
- INTERPRET – Analyse, give examples or comment on a subject, usually including your own viewpoint.

16.3.3 Follow instructions

It is important to **read and follow instructions** carefully in order to answer the question asked. Instructions are important in that they tell you exactly what the examiner wants in the answer, and you should follow them. For instance, you may be instructed to give reasons for your answers. No marks will be awarded if this is not done. Conversely, when you are told merely to name something, you will earn no additional marks for furnishing reasons for your answer and will waste valuable time doing so.

Likewise, take care not to confuse issues. For example, the portfolio assessment questions should clearly indicate whether their subject matter relates to the superior courts or the lower courts. No marks would be awarded for an answer that related to the incorrect court.

16.3.4 Answer specific questions specifically

Specific questions need to be specifically answered. This means that an answer is either correct or incorrect. Neither the student nor the examiner is given much room for manoeuvring.

There is a tendency for students to wander away from the specific question, to mention something related only indirectly to it, and to over-generalise. One of the ways to avoid this is always to keep in mind the key words that tell you the approach you should take when answering the question.

17 CONTACT WITH LECTURERS

Please do not hesitate to contact us for advice or guidance. Our task is to guide you through your studies and to assist you, so that you may achieve success with the portfolio assessment.

You may contact us by telephone or in person. If you would like to speak to us personally, **please make an appointment** so that we are able to give you our full attention. Students often arrive without having an appointment and consequently the discussion becomes rushed as the lecturer has other obligations.

18 CONCLUSION

Do not hesitate to contact us by e-mail if you are experiencing problems with the content of this tutorial letter or with any academic aspect of the module.

We wish you a fascinating and satisfying journey through the learning material and trust that you will complete the module successfully.

Enjoy the journey!

Prof F Cassim and Dr T Mokoena

DEPARTMENT OF CRIMINAL AND PROCEDURAL LAW

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