

If you follow these guidelines, you should be fine. If you were promised this will "automatically increase your marks", try to get your money back...

What do these abbreviations mean? 🗨️	
wg = Writing Guide 2015	cl = Constitutional Law 312 Assignment Guidelines 2015

# Answering factual questions

## 1 Understand the question [wg112] ❓

- This may seem too obvious, but if you do not know exactly what is required of you, you will probably not do a very good job of complying
- Read and understand the instructions [wg112]
- Identify the type of question asked
  - Focus on key words
  - Follow the guidelines
- Relate the question to applicable substantive law
  - Expand from the textbook [wg113]

## 2 Introductions and Conclusions [wg113] 🗨️

- Importance of the introduction for your paper's logical flow and coherence [wg113]**
  - Provide context [wg113]
  - Do not choose an overly broad topic, but identify a specific area of controversy and focus on that [cl9]
- Identify or raise the topic**
- Introductions [wg113]**
  - Indicate the paper's focus [wg113]
  - Convince the reader of your paper's value
  - Set out your paper's structure or organisation
  - Keep things brief
- Research question**
  - Specific questions you intend answering through your research
  - What do you aim to achieve through your research? [cl12]
  - How will you approach your research? [cl12]
- Conclusions**
  - Final perspective on the topic [wg113]
  - Do not use clichés
  - Summarise without listing, rephrasing or reiterating [wg114]
  - Reflect on your argument's significance or implications
  - No new ideas or material

## 3 Plain language [wg114] 🗨️

- Write as you would talk [wg114]
- Use active rather than passive
- Use easier words
- Keep sentences short and to the point
- Average sentences are 15-20 words [wg115]
- Keep subject and verb close
- By avoiding uncertainty and ambiguity the language is clearer

## 4 Plan your structure well [wg115] 🏠

- The quality of your structure, argument, logical flow and coherence depends on good planning [wg115]
- Formulate a title for your assignment - where applicable [cl9]
- Use headings [wg116]
- Formulate your argument - let it develop through your paragraphs
- Time management!

## 9 Do not commit plagiarism, it will kill you [wg123] 🗨️

Defined "[I]s the theft and use of ideas, material and other intellectual property of others . . . passed off as one's own" [wg123]

## 8 References [wg120] 🗨️

- Use only our referencing method
- Our method is based on the Stell LR
- The purpose is to give credit where it is due
- Make sure to include
  - Footnotes
  - Bibliography
  - Citations

Please note

## 7 Develop an argument [wg118] 🗨️

- Research tasks:**
  - Collect and assimilate [wg118]
  - Relevant vs irrelevant information
  - Take down source information while collecting
- Distinguish between legal sources**
  - The question determines relevance
- Arguments and information to support it**
  - Position the information to support the premises [wg119]
  - Are there conflicting judgments?
  - What does this tell you about the law's development?
- Create an answer structure**
  - Know what these are
    - Premise
    - Proposition
    - Conclusion
    - Argument
  - In your introduction: Explain the topic, the issue's relevance and legal context [wg119]
  - In your conclusion: Briefly summarise your premises and conclusions

## 6 Principles of academic legal writing [wg117] 🗨️

- Remember who you are writing to [wg117]
- Include useable and accessible information
- Write intelligibly and clearly
- Focus on the gist of your argument
- Avoid metaphoric language, relative terms and vague or irrelevant concepts

## 5 Logical flow and coherence [wg116] 🗨️

- Plan your introduction and conclusion and ensure it connects with the body [wg116]
- Move through topics logically to keep the line of thought clear and understandable
- Introduce your argument in your introduction
- Explain how each section of your paper fits into your argument - a framework - every part of your paper is thus contextualised [cl12]

Read through your assignment and make changes [wg119]

- Make sure all aspects of your argument is sound and it is well developed [wg119]
- Give yourself a few days to see your work through fresh eyes
- Check grammar, sentence construction and referencing
- Get help from a tutor, lecturer or writing consultant

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These should combine to form a logically sound conclusion