

The tables below describe the topics each area of law is focussed in the context of the five skills. Unflagged ethical questions may arise throughout the questions.

Property Law				
Interviewing	Advocacy/ Oral Presentation	Legal Writing	Legal Drafting	Online Legal Research
Sale of a residential property	Mortgages-discharge/secure	Joint tenants and tenants in common	Undertakings	Restrictive covenants
Co-ownership of a residential property	Review and presentation on title issues	SDLT and VAT implications of the purchase of a property	Severance of joint tenancy	Unregistered land
Acquisition of a leasehold property	Pre-contract searches	A licence, lease and an easement	Contract for the sale of a freehold commercial property	Terminating a lease
Premises used for a new start-up business	Lease assignment	Report to client on the terms of a purchase agreement	Lease summary	Prescriptive rights
Taking a new lease	Exchange of contracts, discharging a mortgage and indemnity insurance	Pre and post completion steps	Transfer deed	Easements
Purchase of a freehold property with an element of a shared area	Breach of covenants in a lease and the implications on resale	Stamp Duty Land Tax	Preparation of the draft contract pack with elements of joint tenancy	Easements
Landlord and Tenant Act 1954 – Section 25 Notice (Ground B)	Differences between freehold and leasehold and implications of extending the tenure	Restrictions and overreaching principle	Preparation of an application to the Land Registry on unregistered land	Building regulations
First time buyer purchasing a leasehold property with a share of the freehold	Review of a transfer of part of registered title	Commercial lease extension	Preparation of a transfer of part of registered title and first registration	Failed completion and implications
Landlord and Tenant Act 1954 – section 30	Advice on section 25 of the Landlord and Tenant Act 1954 and the validity of a notice	Landlord and Tenant Act 1954 – section 30	Preparation of a new lease, mortgage documentation, and protection of lender's security	Termination of a commercial lease
Sale of a freehold property with joint ownership issues	Transfer of equity together with Stamp Duty Land Tax implications	Review of the lease terms	Preparation of a licence	Money Laundering Regulations 2017

Probate

Interviewing	Advocacy/ Oral Presentation	Legal Writing	Legal Drafting	Online Legal Research
Taking client instructions for a will	Grant of probate	Total intestacy and identification of property passing by will	Preparation of an oath for executors from a will	Inheritance (Provision for Families and Dependants) Act 1975
Validity of a will when making changes/codicil	Elements needed for a valid will	Drafting an oath	Preparation of an oath for administrators from an intestacy	Personal representatives protection
Instructions for a deceased's estate	Potential claims on an estate	Validity of a home-made will	Preparation of an inheritance IHT205 form from a list of assets	Alteration of wills
Personal representatives	Valuation of assets	Types of gifts in a will	Preparation of a deed of renunciation	Revoking a will
Claims against the estate	Intestacy provisions	Steps you need to take to obtain a grant of probate, what assets are part of the estate and how they should be valued	Notice to reserve power and letter to client	Order of payment of debts on an insolvent estate
Will revocation – Divorce & partial intestacy	Will revocation – destruction & will formality requirements/ requirements for a grant/ IHT	Will revocation – codicils	Drafting Wills	Will revocation – marriage
Total intestacy & IHT	IHT forms/estate administration process & IHT calculation/payment requirement	Failure of will gifts & Quick Succession Relief (IHT)	Drafting Deed of Renunciation/ Notice of Power Reserved & Oath for Executors	Affidavits and proving wills/obtaining probate
Chargeable Lifetime Transfers & IHT	IHT calculation – BPR, lifetime gifts & taper relief	IHT calculation – charitable exemption/BPR/ transferable NRB/ reduced IHT rates	Drafting IHT400 supplementary forms (IHT403/406/407)	Class gifts (“children” and “issue”)
Insolvent estate	Intestacy rules – per stirpes v. per capita division & disclaimers/ variations	Validity of will alterations & estate distribution	Drafting section 27 Notices & Oath for Executors	Mutual wills
Executors' duties	Trustees' powers and duties & breach of trust	Different types of gifts in wills	Drafting Deed of Disclaimer/Deed of Variation	Protection of personal representatives (creditors & beneficiaries)

Business Law

Interviewing	Advocacy/ Oral Presentation	Legal Writing	Legal Drafting	Online Legal Research
Best medium for new business idea	Share buyback (bad leaver)	Company incorporation	Share capital reduction (board and members' resolutions)	Allotting, issuing and transferring shares
Shareholders dispute	Accounts	Compulsory transmission of shares	Statutory books and stock transfer form	Variation of share rights
Partnership liability	Insolvency (creditor)	Restructuring advice	Shareholders agreement	Signing authorities
Shareholders agreement	Taxation liability and offsets	Insolvency procedure	Articles of association	Procedure for declaring a dividend
Authority to bind the company	Creditor claims	Substantial property transaction	Allotting shares	Directors duties
Shareholder who wishes to exit business	Raising finance – advantages and disadvantages of different options	Shareholders' agreement	Drafting a director's service agreement	Directors' loans
Advising a client on establishing a new business	Arrangements for a company sale (share sale)	Shareholders' dispute	Drafting a partnership agreement	Issue regarding an outgoing partner
Advising a client on a dispute between partners/directors	Insolvency – liability of directors	Director's service agreement	Drafting form IN01 and all related forms/documents for incorporation of a company	Director acting with ostensible authority
Advising a client on introducing new directors to the business	General compliance with corporate governance	Termination of a director service	Drafting form LL IN01 and all related forms/documents for incorporation of an LLP	Director's conflicts of interest and exemptions to disclose/authorise
Advising a client who wishes to expand their business – raising funds	Arrangements for a business sale (asset sale)	Advising an LLP wanting to introduce new partners	Amending the Model Articles based on commercial terms of a law firm merger	Advising an LLP on a members' voluntary liquidation

Criminal Litigation

Interviewing	Advocacy/ Oral Presentation	Legal Writing	Legal Drafting	Online Legal Research
Mode of trial	Bail application	Advice on plea and likely sentence	Application for representation order	Advice on plea and mode of trial
Defences - PACE in relation to detention before charge and release bail application	Plea in mitigation	Mode of trial, plea and child witnesses	Defence case statement	Appeal on sentence
Defence (alibi)- and false alibi	Submission of no case to answer	Appeals	Application to vary bail	Defence of duress
- Driving offences Sentencing options - Defences/special reasons - Funding (including legal aid)	Newton hearing	Sentencing	Hearsay application (and witness statement)	Young offender-venue for trial
- Sexual offences - Police station accreditation scheme - Advice at interview and adverse inferences - Advice on plea and possible charges	Application to vary bail	Inadmissible evidence, plea and MOT and funding	Witness summons	Hearsay and bad character
Advice on charge (client on bail having been charged with ABH)	Bail application (GBH charge against known victim)	Client charged with criminal offence	Some of a witness statement	Criminal offence/ defence
Advice on bail (evidence/plea/ mode of trial)	Submission of no case to answer	Client about to be sentenced	Application for the admission of hearsay witness (outside of country)	Criminal procedure
Advice on bail (residence issue)	Submission at a Newton Hearing (theft charges)	Review of evidence in a client matter	Application for the admission of hearsay (witness in a coma)	Criminal procedure
Advice on sentencing (client found guilty of GBH)	Submission of a plea in mitigation	Advice on charges/ plea and bail	Application for bail	Sentencing
Advice on sentencing (pleading guilty to criminal damage, funding)	Apply to vary bail	Grounds for appeal	Application for bail variation	Plea/sentencing

Civil Litigation

Interviewing	Advocacy/ Oral Presentation	Legal Writing	Legal Drafting	Online Legal Research
Pre-action and early advice to client	Putting forward arguments (on behalf of the defendant) to the District Judge seeking to oppose the claimant's application for an interim payment	A letter of advice to a client upon receipt of an unfavourable expert report	Drafting a witness statement for trial	The scope of solicitors professional duties
Client who has complied with protocol, but the opponent has not	Setting out the options for dispute resolution	A settlement offer letter to claimant in an action	Drafting Particulars of Claim in a High Court Personal Injury matter	Identifying the application of the rules on the limitation of actions and date of knowledge
Strengths of the client case – after disclosure or receipt of an expert report	An application (on behalf of the claimant) to the District Judge seeking an order for further witness evidence	A letter to an appointed expert	Editing/ amending/ commenting on a draft Defence and Counterclaim	'Relief from Sanctions' in civil procedure
Exchange of witness statements (of fact)	An application (on behalf of the defendant) to the District Judge to set aside a default judgment	A post first interview letter of advice to client	Drafting a Letter of Claim	Meaning and scope of exemplary damages
Methods of enforcement available to client having obtained a judgment	Setting out a risk analysis of the potential case and the options that may be open to the client	A letter of advice and explanation to a client after receipt of the Allocation Notice and Directions Order	Drafting Particulars of Claim in a County court	Current court fees and exemptions from fees
Pre-action and early advice to a client, including funding options	Hearing before the Circuit Judge upon the claimant's application for an interim injunction	Letter of advice to a client on the cause of action	Particulars of Claim	Application of CPR on seeking to appeal and extension of time
Breach of contract and advice in litigation	Hearing before the District Judge upon the claimant's application for an interim payment	Letter before action	Defence	Serving the Claim Form in accordance with extension of time
Advice in litigation – on the strengths of client's defence	Hearing before the District Judge upon the claimant's application to set aside a default judgment	Post interview letter to the client	Witness statement	Potential claim, vicarious liability and multiple claimants
Advice to a client whether to start a claim (personal injury)	Hearing before the District Judge upon the claimant's application for summary judgment	A letter of advice to a client upon receipt of an unfavourable experts report	CPR Part 18 (request for further information)	Heads of damage claimed in a personal injury action
Advice to a client on a personal injury claim (expert evidence)	Hearing before the District Judge upon the defendant's application for an order for security for costs	A letter of advice to a client on personal injury case (car accident)	A claimant Part 36 offer to settle	Enforcement of judgments obtained in others jurisdiction