

Legal Skills Video Workshops



**An innovative online tool to
prepare for the OSCE assessment!**

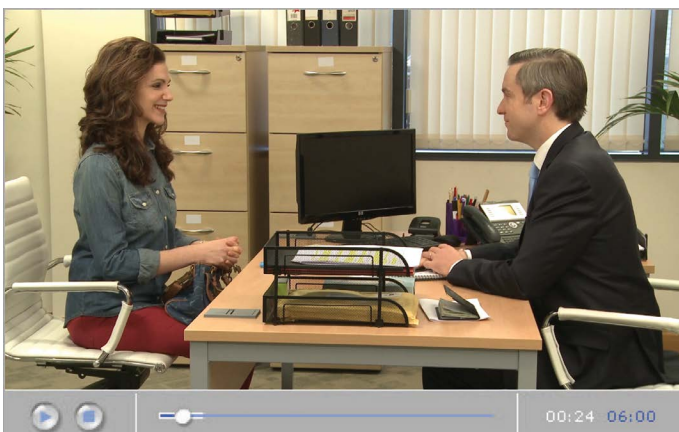
Mastering the Five Skills in order to Achieve Success in the Practical Assessment

This resource includes a suite of more than 100 video workshops with roleplay scenarios and professional presentations (spanning nearly 20 hours in total), including pre and post-commentary notes delivered by an experienced legal skills trainer. You will also receive access to summaries of key points (about 70 pages in total).

The workshops provide practical demonstrations and comprehensive guidance so that you can reinforce and master your legal skills before attempting the assessment, feel more confident and know what to do, and equally importantly, what not to do, to pass. This means you will derive greater value from the mock exams included in your course package as you will understand exactly what is required of you and avoid common errors which will detract from your overall performance.

Key Benefits

- **Client interviewing:** the videos simulate real interviews between a solicitor and a client, including: the initial stages of an interview; building rapport and dealing with emotional clients; asking questions; taking notes and dealing with documents; and closing the interview and preparing an attendance note.
- **Advocacy:** learn what is involved in contentious advocacy so that you can demonstrate the role and duties of an advocate in both civil and criminal courts.
- **Oral presentation:** develop your non-contentious presentation style and gain invaluable insight on how to make a presentation to a client in the solicitor's office on a legal issue.
- **Legal writing:** learn from an experienced tutor with extensive experience in practice, who will walk you through the most important things to focus on when you write a letter of advice or an email to your client, an internal memo or an attendance note.
- **Legal drafting:** receive guidance on drafting commonly used documents in various contexts you may be faced with during the assessment, such as commercial contracts, board minutes, statements of case, a defence statement, and a will. The presentation will also address the right way to use precedent documents and completing forms.
- **Legal research:** a detailed walkthrough of completing a legal research task, from understanding the parameters of the task through to a research letter of advice or memo. You will also benefit from practical and time-saving examples of how to use both LexisLibrary and Westlaw to conduct the required research.



A Full List of the Videos

Client Interviewing

- Introduction
- Initial Stages of an Interview - good role-play
- Initial Stages of an Interview - bad role-play
- Rapport and Emotional Clients - good role-play
- Rapport and Emotional Clients - bad role-play
- How to Ask Questions - good role-play
- How to Ask Questions - bad role-play
- Taking Notes and Dealing with Documents - good role-play
- Taking Notes and Dealing with Documents - bad role-play
- Closing the Interview - good role-play
- Closing the Interview - bad role play
- How to Complete an Attendance Note
- An Attendance Note - example

Advocacy/Oral Presentation

- Introduction
- Criminal Litigation - good role-play
- Criminal Litigation - bad role-play
- Civil Litigation - good role-play
- Civil Litigation - bad role-play
- Property Law - good role-play
- Property Law - bad role-play
- Wills and Probate - good role-play
- Wills and Probate - bad role-play
- Business Law - good role-play
- Business Law - bad role-play

Legal Writing

- Introduction
- Attendance Notes
- Citations
- Client Care Letters
- Emails
- Grammar
- Letters
- Memoranda
- Punctuation
- References to Genders
- Spelling
- Writing in Plain English
- Writing Numbers
- Your Firm (resources and house style)
- Tutor - Final Thoughts

Online Legal Research

- Tutor Introduction
- Introduction to Lexis Library and Westlaw
- Business Law - Lexis Library
- Business Law - Westlaw
- Civil Litigation - Lexis Library
- Civil litigation - Westlaw
- Criminal Litigation - Lexis Library
- Criminal Litigation - Westlaw
- Wills and Probate - Lexis Library
- Wills and Proate - Westlaw
- Property Law - Lexis Library
- Property Law - Westlaw
- Tutor - Final Thoughts

A Full List of the Videos

Legal Drafting

- Introduction
- Amending a Document
- Completing Forms
- Construction of Documents
- Content and Structure
- Execution
- Precedents
- Structure of Agreements
- Drafting in Different Practice Areas

Property Law

- Drafting a Lease
- Registration of a Lease
- Form FR1 (First registration)
- Form TP1 (Transfer of part of registered title)
- Form TR1 (Transfer of whole of registered title)
- Licence to Assign
- Licence to Occupy a Parking Space
- Post Completion Procedures
- Standards Conditions of Sale
- Stamp Duty Land Tax (SDLT)
- Form K1 (Application of a land charge in unregistered land)
- Form K2 (Application for registration of a land charge of class F)
- Form K6 (Application for registration of a priority notice)
- Form OS1 (Request for an official search with priority of whole)
- Form OS2 (Request for an official search with priority of part)

Wills and Probate

- A Will
- A Letter of Wishes
- Application for Probate
- Completing Inheritance Tax (IHT) forms
- Oaths and Statements of Truth

Business Law

- Application to Register a Limited Company
- Application to Register a Limited Liability Partnership (LLP)
- Articles of Association
- Shareholders' Agreement
- Partnership Agreement
- Service Agreement
- Board Minutes
- Members and Board Resolutions

Criminal Litigation

- Defence Statement
- Application for a Witness Summons
- Application for Bail
- Application to Dismiss Charges
- Defendant's Application or Appeal to the Crown Court after Magistrates' Court Bail Decision
- Application to Admit Hearsay Evidence
- Witness Statement
- Case Management Form
- Certificate of Trial Readiness
- Plea and Trial Preparation Form

Civil Litigation

- Statements of Case
- Letter of Claim
- Particulars of Claim
- Claim Form
- Defence and Counterclaim
- Reply to Defence and Defence to Counterclaim
- Draft Orders
- Interim Applications and Evidence in Support
- Pre-Action Disclosure
- Witness Statement