Make sure you understand the task.

Types of law assignments include:
- essays
- case notes
- problem-based questions e.g. memos, letters of advice

Ask yourself:

What kind of assignment have you been given? This will help you to address the demands and requirements of each specific task.

What is the assignment asking you to do?

What is the marking criteria provided in the assignment instructions?

How to break down the question

Direction words e.g. analyse, critically examine, consider, discuss, compare, advise

Content words e.g. legal issues, leading cases, facts

Limiting words e.g. jurisdiction, court, dates

Tips to develop a plan of action

Think about time lines and how you will store your notes and files

Start by identifying issues, defining terms, and working out the scope of the assignment

Research the topic, if required. See the Law Library Guide for relevant databases for cases, legislation, legal commentary and other sources

Write with a plan: develop a structure for your answer. A mind-map drawing, a table (e.g. issues, research, analysis and conclusions), or dot-point plan could be helpful

When writing your answer, keep in mind the audience, format and requirements of the assignment. These will differ for case notes, memos, essays

Allow enough time for redrafting, editing and checking that your citations comply with the AGLC

Your approach will depend on the type of assignment.

Where can I get help/clarification?

It is important to develop your ability to independently assess a question.

If you need more help, drop in to see a Learning Skills Adviser at the Research & Learning Point on Level 1 of the Law Library.

This is a general guide only, always check the unit guide or with your lecturer.

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