

# DAILY WORKBOOK

1. Each Bar applies this Workbook according to its own policies and plans. At some Bars, this Workbook is complementary to a system of lectures. At other Bars this Workbook forms the cornerstone of the academic training regime. You will be informed at the commencement of your pupillage how your Bar expects you to use the Workbook.
2. Whether the exercises in this Workbook are compulsory or not, depends on the policies of your Bar. You will be advised what is expected of you in this regard.
3. Your own work must be handed in at the time stipulated by instructors, which may not be later than the start of the next week's lecture or exercises. Thus, if an exercise is allocated on Day 3 of the Week One, the answers must be handed in at the latest at the beginning of the lecture or exercises taking place on Day 3 of Week Two.
4. **NOTE:** Feedback and model answers will be provided in respect of each exercise or task, but a pupil will only receive the model answer after he/she has handed in their own work.
5. The feedback is principally designed to deal with common errors or problems. Instructors or mentors may from time to time be able to give feedback to individual pupils based on individual items of work.
6. **NOTE: The model answers are to be regarded as 'discussion answers' because there is seldom a single correct way – to the exclusion of all other ways – of doing things in the litigation process. Pupils should exercise a degree of independent analysis to the model answers.**
7. You should keep a copy of each item of work you prepare so that the Pupilage Coordinator at your Bar can monitor your progress – and arrange for additional tuition when necessary – and so that you can discuss any problems you experience with the course with your mentor or the Pupilage Coordinator.
8. Optional exercises drawn from past papers in the Bar Examinations are listed in the daily programme. Those exercises may be done at any time in your preparation for the Bar Examinations. Model answers will not be provided for those exercises.
9. The daily schedule in the Workbook has the following components:
  - The **Topic** of the day, taken from the **syllabus** of the **subject** concerned
  - The **Prescribed Readings** for that **Topic**, as prescribed by the Examinations Board
  - Suggested **Further Reading Material**
  - **Notes** and **Exercises** in the Workbook
  - The **Exercise** of the day (to be done by each pupil on his/her own)
  - The number of the **Model Answer** (The Model answer is not in the Workbook)
  - Suggested **Optional Exercises**