

Diploma in Corporate Administration & Compliance

Legal Research and Interviewing

Course Title	Legal Research and Interviewing
Course Code	PAP220
Type of Course	Elective
Level of Course	Undergraduate, Second Cycle
Year of Study	Second
Semester	Second
Credits (ECTS)	6
Prerequisites or co-requisites	PAP110
Recommended optional program components	None
Language of Instruction	English
Mode of Delivery	Face to Face

General Information

Description

In this course, you will gain in-depth knowledge and practical skills in two critical areas of legal work: conducting effective legal research and mastering the art of interviewing within a legal context.

We start with the foundations of legal research, where you will explore its importance in compliance, litigation, and corporate advisory work. You will develop a thorough understanding of legal systems, including the structure of the Cyprus judiciary, the influence of EU law, and the role of international treaties. Additionally, you will delve into the principles of judicial precedent and statutory interpretation, equipping you with the ability to analyse laws and apply them effectively in practice.

As the course progresses, you will learn how to plan and carry out legal research with precision. You will become proficient in accessing primary and secondary legal sources using resources such as EUR-Lex, Curia, and the Cyprus Bar Association's databases. Practical guidance will help you develop advanced search strategies, manage the legal information you gather, and ensure ethical practices in your work, including maintaining confidentiality and avoiding plagiarism.

You will then explore advanced research methodologies, gaining the ability to extract key principles from statutes and case law, compare legal practices across jurisdictions, and use empirical research to understand how laws operate in real-world contexts. Through practical exercises, you will synthesise findings and apply them to realistic scenarios that mirror the challenges faced in professional settings.

The course then shifts focus to interviewing, an indispensable skill for obtaining crucial information from clients, witnesses, and experts. You will learn how to prepare thoroughly, structure effective questions, and build rapport during interviews. You will also be trained in handling challenging conversations, navigating cultural or language barriers, and addressing ethical considerations that arise in professional interactions.

With a strong foundation in research and interviewing, the course moves on to legal writing and problem-solving. You will learn to draft clear, concise, and persuasive documents, including compliance reports, legal memos, and affidavits. You will develop the ability to structure logical arguments, integrate legal authority effectively, and communicate complex legal concepts in a manner accessible to non-legal professionals.

The culmination of the course is a series of advanced practical activities, including mock interviews, detailed case studies, and a moot court simulation. These exercises provide you with the opportunity to apply your skills to real-world problems, analyse legal issues, present arguments, and respond to counterarguments with confidence.

By the end of the course, you will be equipped with the technical expertise to conduct thorough legal research, perform professional interviews, and draft high-quality legal documents. You will also have the critical thinking and practical skills to use these tools to inform legal strategies, solve complex problems, and contribute to the success of your organisation. This comprehensive and practical approach will prepare you to thrive in a challenging and dynamic legal environment.

Course objectives

This course aims to equip you with the essential skills and knowledge needed to excel as a legal assistant or paralegal, focusing on two cornerstone areas of legal practice: research and interviewing. Through an engaging blend of theoretical understanding and practical application, the course seeks to develop your ability to support legal professionals effectively, analyse complex legal information, and communicate insights with clarity and precision.

One of the course's primary objectives is to provide a deep understanding of legal research and its application in professional settings. You will learn how to navigate the legal frameworks of Cyprus, the European Union, and international law, gaining insights into the interaction of these systems and their practical implications. By mastering research methodologies, you will develop the ability to locate, analyse, and synthesise legal information from a variety of authoritative sources, using advanced tools and techniques. The course also emphasises ethical considerations, ensuring that your research practices meet the highest standards of professionalism and integrity.

In addition to building research proficiency, the course aims to make you adept at conducting interviews—a skill critical for gathering facts and supporting legal strategies. You will gain the expertise needed to prepare for and carry out professional interviews with clients, witnesses, and experts. Emphasis is placed on effective communication, cultural sensitivity, and the ethical responsibilities involved in interviewing, so you can obtain accurate and meaningful information while maintaining professionalism.

Another key goal is to enhance your ability to apply the results of your research and interviews to practical legal challenges. You will learn to draft a variety of legal documents, including compliance reports, legal memos, and affidavits, all while honing your skills in logical reasoning, persuasive writing, and problem-solving. By working on real-world scenarios and participating in practical exercises such as mock interviews and moot court simulations, you will develop the confidence to use your skills effectively in professional contexts.

The course also aims to bridge the gap between academic learning and workplace application by preparing you to think strategically. You will be trained to identify legal issues, anticipate risks, and

formulate cohesive legal arguments that address both the factual and legal dimensions of a problem. This strategic mindset is further reinforced by opportunities to collaborate with peers, respond to counterarguments, and present your findings clearly and persuasively.

Ultimately, this course seeks to prepare you to be a vital member of any legal team by instilling a strong foundation in research, interviewing, writing, and strategic thinking. It is designed to ensure that you are not only proficient in your technical skills but also capable of applying them with confidence and professionalism in a variety of legal and corporate settings.

Learning Outcomes

On successful completion of the course, you will be able to:

1. Demonstrate proficiency in conducting legal research using primary and secondary legal sources across Cyprus, EU, and international frameworks.
2. Analyse and interpret statutes, case law, and legal principles to support accurate and informed decision-making.
3. Apply advanced research methodologies to evaluate legal issues, synthesise information, and propose practical solutions.
4. Develop effective interview techniques to gather relevant facts and insights from clients, witnesses, and experts while adhering to ethical standards.
5. Draft clear, precise, and well-structured legal documents, including compliance reports, memos, and affidavits, tailored to professional contexts.
6. Integrate findings from research and interviews to construct logical, well-supported legal arguments and strategies.
7. Exhibit professionalism and ethical integrity in managing legal information, conducting interviews, and presenting research-based recommendations.

Course Readings & Learning Activities

Required Readings

- Lecture notes, assignments, cases, and other useful information will be posted on the CLASSE.
- Emily Finch and Stefan Fafinski, *Legal Skills*, latest edition, 2019, Oxford
- Peter Clinch, *Legal Research: A Practitioner's Handbook*, Wildy, Simmonds and Hill Publishing, latest edition
- Sue Jane Milne and Kay Tucke, *A Practical Guide to Legal Research*, Lawbook Company, 2008 latest edition
- Kay Lauchland and Marlene Le Brun, *Legal Interviewing: Theory, Tactics and Techniques*, LexisNexis Australia, 1996, latest edition
- Ross Hyams, *Legal Interviewing: Theory, Tactics, and Techniques*, 1996
- S. I. Strong, *How to Write Law Essays and Exams*, 2022, Oxford University Press
- Neocleous's *Introduction to Cyprus Law*, 2010, Andreas Neocleous & co LLC

Optional Readings

- Strongman, Luke, *Academic writing*, Newcastle upon Tyne, Cambridge Scholars, 2013
- Zariski, Archie, *Legal literacy : an introduction to legal studies / Archie Zariski*, Edmonton, AB : AU Press, Athabasca University, 2014

Articles & Journals

Pecprary, D. *Academic Writing and Plagiarism: A Linguistic Analysis*. Continuum International Publishing Group Ltd.

Sword, H. *Stylish Academic Writing*, Harvard University Press.

Online Legal Databases and Tools

EUR-Lex: Official website for accessing EU treaties, regulations, and directives: <https://eur-lex.europa.eu>

Curia (Court of Justice of the European Union): Case law database of the CJEU: <https://curia.europa.eu>

Cyprus Bar Association Resources: Access to local case law, statutes, and legal updates: <https://www.cyprusbarassociation.org>

UN Treaty Collection: Repository of international treaties and agreements: <https://treaties.un.org>

Planned Learning Activities and Teaching Methods

- **Case Study Method:** Uses real-world accounting scenarios to teach you how to apply accounting principles and concepts.
- **Simulation and Role-Playing:** You will simulate real-world accounting situations or role-play as accountants, clients, or auditors.
- **Computer-Assisted Learning:** Utilizing accounting software and tools in teaching to simulate real-life accounting processes.
- **Collaborative Learning:** You will work in groups on accounting projects or case studies, encouraging peer-to-peer learning.
- **Problem-Based Learning (PBL):** You will be presented with an accounting problem to solve, requiring them to research and apply various accounting principles.
- **Flipped Classroom:** You will learn basic concepts and theories through pre-class assignments and videos. Class time is dedicated to practical application, problem-solving, and discussions.
- **Guest Lectures and Industry Interaction:** Inviting accounting professionals and experts to speak or interact with you.
- **Interactive Lectures with Real-Time Feedback:** Using technology such as clickers or educational apps to allow you to answer questions or solve problems during lectures and receive immediate feedback.

Course Notes

Copies of lecture slides and other class information will be available through your CLASSE365 account.

Course Detailed Syllabus

Students should read the assigned chapter(s) BEFORE the associated lecture date.

Topics	
Section I: Foundations of Legal Research	
<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Conduct effective legal research using various legal sources. 2. Analyse and interpret legal information accurately. 3. Demonstrate professional legal interviewing techniques. 4. Draft clear and concise legal documents. 5. Apply research and interviews to develop legal strategies. 	
<p>Lectures 1</p>	<p>Introduction to Legal Research</p> <ul style="list-style-type: none"> • Purpose and importance of legal research <ul style="list-style-type: none"> ✓ Definition of legal research and its applications in legal practice ✓ Role of research in compliance, litigation, and corporate advisory work ✓ Importance for paralegals and legal assistants: Supporting lawyers and ensuring the accuracy of legal strategies • The legal landscape: Understanding systems of law <ul style="list-style-type: none"> ✓ Cyprus legal system <ul style="list-style-type: none"> ▪ The Constitution of Cyprus as the supreme law ▪ Structure of the judiciary: District Courts, Assize Courts, Supreme Court ▪ Sources of Cyprus law: Statutes, case law, regulations, and common

	<p style="text-align: center;">law traditions</p> <ul style="list-style-type: none"> ✓ EU legal framework <ul style="list-style-type: none"> ▪ Supremacy of EU law over domestic law ▪ Key sources: Treaties, regulations, directives, decisions, and case law of the Court of Justice of the European Union (CJEU) ▪ Interplay between EU and Cyprus law in areas such as trade, competition, and fundamental rights ✓ International law context <ul style="list-style-type: none"> ▪ Treaties and conventions affecting domestic law ▪ The role of Cyprus as a member of the United Nations, the Council of Europe, and other international bodies • Judicial precedent in Cyprus and EU Law <ul style="list-style-type: none"> ✓ Definition and importance of judicial precedent ✓ Binding vs. persuasive precedents: Examples from Cyprus and EU courts ✓ Case analysis: Understanding the application of precedents in practice • Statutory interpretation <ul style="list-style-type: none"> ✓ Techniques and principles: Literal, purposive, and golden rule interpretations. ✓ Navigating ambiguities in statutes. ✓ Practical exercise: Interpreting sections of a Cyprus statute or EU regulation.
<p>Lectures 2</p>	<p>Planning in Legal Research</p> <ul style="list-style-type: none"> • The role of planning in legal research <ul style="list-style-type: none"> ✓ Importance of setting clear objectives for legal research ✓ Breaking down complex research tasks into manageable steps ✓ Example: Planning a research project on an EU Directive affecting corporate

	<p>compliance in Cyprus</p> <ul style="list-style-type: none">• Gaining access to legal sources<ul style="list-style-type: none">✓ Types of legal sources: Primary (statutes, case law) and secondary (journals, textbooks, commentaries)✓ Training in accessing resources<ul style="list-style-type: none">▪ Online tools: EUR-Lex, Curia, Cyprus Bar Association portals▪ Offline tools: Law libraries, official gazettes, and court archives✓ Overcoming common barriers: Paywalls, outdated resources, and language issues• Search strategies and tools<ul style="list-style-type: none">✓ Basic search techniques: Boolean operators, keywords, and filters✓ Advanced search strategies: Using thesauruses, legal dictionaries, and parallel searches in multiple jurisdictions✓ Shepardizing: Validating the status of case law and ensuring it remains authoritative• Handling and managing legal information<ul style="list-style-type: none">✓ Techniques for organizing research findings: Annotating and categorizing materials✓ Using technology for efficiency: Research trackers, document management systems, and reference software✓ Practical exercise: Creating a structured research plan for a hypothetical compliance scenario• Ethical considerations in legal research<ul style="list-style-type: none">✓ Identifying and avoiding plagiarism in research✓ Maintaining confidentiality and integrity in handling sensitive legal materials✓ Discussing real-world ethical challenges
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	<ul style="list-style-type: none"> ▪ Example: Misrepresenting the relevance of a precedent in a legal memo • Interactive activity: Structuring a research project
<p>Section II: Advanced Legal Research Methodologies</p>	
<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Identify and use primary and secondary legal sources effectively. 2. Navigate and interpret domestic, EU, and international legal resources. 3. Apply doctrinal, comparative, and empirical research methodologies. 4. Analyse and synthesise legal data to build cohesive arguments. 5. Evaluate the reliability and relevance of legal sources for practical application. 	
<p>Lecture 3</p>	<p>Finding and Understanding the Law</p> <ul style="list-style-type: none"> • Introduction to legal sources <ul style="list-style-type: none"> ✓ Primary sources of law <ul style="list-style-type: none"> ▪ Domestic: Statutes, case law, and constitutional provisions in Cyprus ▪ EU: Treaties, regulations, directives, decisions, and CJEU judgments ▪ International: Treaties and conventions applicable in Cyprus ✓ Secondary sources of law: <ul style="list-style-type: none"> ▪ Commentaries, law reviews, policy papers, and textbooks ▪ Their role in interpreting and understanding primary sources • Navigating legal resources <ul style="list-style-type: none"> ✓ How to locate primary and secondary sources <ul style="list-style-type: none"> ▪ Accessing official gazettes, judicial databases, and law libraries. ▪ Using Cyprus-specific resources (e.g., Cyprus Bar Association

	<p>databases).</p> <ul style="list-style-type: none"> ▪ Key EU tools: EUR-Lex, Curia, and the Official Journal of the European Union (OJ). ▪ International legal resources: UN Treaty Collection and other repositories. <ul style="list-style-type: none"> • Understanding legal vocabulary <ul style="list-style-type: none"> ✓ Introduction to key legal terms and concepts <ul style="list-style-type: none"> ▪ Statutes, regulations, common law, civil law, directives, and precedents ✓ How to read and interpret legal language effectively • Hierarchy of law and navigating legal authority <ul style="list-style-type: none"> ✓ Understanding how different sources of law interact <ul style="list-style-type: none"> ▪ Supremacy of EU law over national legislation ▪ The role of case law and judicial precedent in Cyprus and EU legal systems ✓ Practical example: Analyzing the hierarchy of laws in a hypothetical case involving both Cyprus and EU regulations • Practical exercise <ul style="list-style-type: none"> ✓ Group discussion: Comparing and interpreting the two sources
<p>Lecture 4</p>	<p>Methods of Legal Research and Data Analysis</p> <ul style="list-style-type: none"> • Legal research methodologies <ul style="list-style-type: none"> ✓ Doctrinal research <ul style="list-style-type: none"> ▪ Examining statutes, regulations, and case law to extract legal principles ▪ Best suited for analyzing and interpreting existing laws

	<ul style="list-style-type: none">✓ Comparative research<ul style="list-style-type: none">▪ Comparing laws and practices across jurisdictions (e.g., Cyprus vs. EU)▪ Benefits: Understanding how different systems address similar legal issues✓ Empirical research<ul style="list-style-type: none">▪ Collecting and analyzing data to explore the impact of laws in practice▪ Methods: Surveys, interviews, and statistical analysis✓ Critical analysis of methodologies<ul style="list-style-type: none">▪ Strengths and weaknesses of each methodology▪ When and how to use mixed-method approaches• Analyzing legal data<ul style="list-style-type: none">✓ Evaluating relevance and reliability<ul style="list-style-type: none">▪ Differentiating between authoritative and non-authoritative sources▪ Assessing biases and limitations in secondary materials✓ Synthesizing information<ul style="list-style-type: none">▪ Drawing connections between statutes, case law, and legal commentary▪ Identifying key principles and precedents▪ Recognizing inconsistencies and gaps in laws▪ Building cohesive legal arguments based on research findings• Data analysis in legal research<ul style="list-style-type: none">✓ Techniques for organizing and analyzing legal data:✓ Annotating cases, statutes, and journal articles.✓ Using legal analytics tools for insights (e.g., trends in judgments, keyword
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	<p>analysis).</p> <ul style="list-style-type: none"> ✓ Visualizing data: Charts, tables, and summaries for legal reporting. • Advantages and limitations of research methodologies <ul style="list-style-type: none"> ✓ Doctrinal research: Strengths in legal interpretation; limitations in addressing social or policy implications. ✓ Comparative research: Insights into jurisdictional practices; limitations in applicability. ✓ Empirical research: Valuable for policy analysis; challenges in data collection and reliability. • Practical exercise <ul style="list-style-type: none"> ✓ Case study: Using doctrinal and comparative research to analyze a Cyprus Supreme Court ruling and its interpretation of an EU regulation.
Section III: Shepardizing in Legal Research	
<p>Learning Objectives:</p> <ol style="list-style-type: none"> 1. Understand and apply Shepardizing techniques to validate and analyse case law. 2. Synthesise citation histories to build accurate and authoritative legal arguments. 3. Use Shepardizing to support compliance and corporate legal strategies effectively. 	
<p>Lecture 5</p>	<ul style="list-style-type: none"> • Introduction to shepardizing <ul style="list-style-type: none"> ✓ Definition and purpose ✓ Importance in legal research <ul style="list-style-type: none"> ▪ Avoiding reliance on overruled or outdated case law ▪ Supporting legal arguments with authoritative sources ✓ Tools for Shepardizing (Platforms and databases) • Step-by-Step process for hepardizing

	<ul style="list-style-type: none">✓ Identifying the case to be Shepardized✓ Accessing its citation history in a legal database✓ Analyzing the following elements<ul style="list-style-type: none">▪ Positive treatment: Cases where the precedent has been upheld or applied.▪ Negative treatment: Cases where the precedent has been overruled, reversed, or criticized▪ Neutral treatment: Cases referencing the precedent without influencing its validity.• Using citation trails to build legal arguments<ul style="list-style-type: none">✓ Understanding the precedential value of cases in Cyprus and EU law.✓ Synthesizing multiple cases to identify trends and shifts in judicial reasoning.✓ Case study: Shepardizing a CJEU ruling to understand its application across EU member states.• Practical tips for effective shepardizing<ul style="list-style-type: none">✓ Organizing citation information: Using charts and summaries✓ Avoiding pitfalls: Common mistakes in interpreting citation histories✓ Verifying the most recent decisions: Ensuring research reflects the latest developments• Applications in legal strategy<ul style="list-style-type: none">✓ Preparing legal arguments<ul style="list-style-type: none">▪ Using Shepardizing to confirm the validity of case law cited in memos or briefs.✓ Ensuring compliance with binding precedents<ul style="list-style-type: none">▪ Verifying that case law used in legal opinions aligns with current law✓ Predicting future outcomes
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	<ul style="list-style-type: none"> ▪ Identifying trends in judicial reasoning to anticipate how courts might approach a similar case <ul style="list-style-type: none"> • Applications in compliance and corporate law <ul style="list-style-type: none"> ✓ Validating legal opinions: Ensuring recommendations are based on authoritative sources ✓ Example: Shepardizing an EU Directive's interpretation in Cyprus courts to guide a compliance strategy
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Section IV: Interviewing Fundamentals

Learning Objectives:

1. Understand the purpose and types of legal interviews and their role in building effective legal strategies.
2. Prepare for interviews by researching legal issues, structuring plans, and formulating appropriate questions.
3. Conduct professional interviews using effective communication, active listening, and non-verbal cues.
4. Document and record interviews accurately while adhering to ethical and legal standards.
5. Address challenges in interviews, such as uncooperative participants or cultural and language barriers, with professionalism.

Lecture 6	<h4>Preparing for Legal Interviews</h4> <ul style="list-style-type: none"> • Purpose and importance of legal interviewing <ul style="list-style-type: none"> ✓ The role of interviewing in fact-finding and building legal strategies ✓ Types of legal interviews <ul style="list-style-type: none"> ▪ Client interviews ▪ Witness interviews ▪ Expert consultations • Legal context of interviews
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	<ul style="list-style-type: none">✓ Importance of understanding the Cyprus legal framework and its procedural requirements✓ Relevance of EU law in cross-border matters or issues involving EU directives✓ Ethical considerations and professional responsibility during interviews• Preparing for an interview<ul style="list-style-type: none">✓ Researching the legal issue: Reviewing statutes, case law, and other documents<ul style="list-style-type: none">▪ Drafting an interview plan✓ Logistical preparation<ul style="list-style-type: none">▪ Scheduling▪ Creating a professional and comfortable environment• Pre-interview preparation<ul style="list-style-type: none">✓ Research and background checks<ul style="list-style-type: none">▪ Reviewing case materials, statutes, and precedents▪ Understanding the client's or witness's background✓ Structuring the interview<ul style="list-style-type: none">▪ Setting clear objectives and outlining key topics▪ Prioritizing questions to ensure critical information is covered• Question formulation<ul style="list-style-type: none">✓ Types of questions<ul style="list-style-type: none">▪ Open-ended: Encouraging detailed responses▪ Closed-ended: Obtaining specific information▪ Probing: Clarifying ambiguous or incomplete answers▪ Leading: When and how to use them ethically
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	<ul style="list-style-type: none"> • Avoiding common pitfalls <ul style="list-style-type: none"> ✓ Avoiding bias or assumptions in questions ✓ Ensuring neutrality to maintain objectivity • Practical Exercise: Interview preparation <ul style="list-style-type: none"> ✓ Students are given a hypothetical case scenario • Tasks include researching the case, identifying key issues, and drafting an interview plan
<p>Lecture 7</p>	<p>Conducting Effective Interviews and Handling Challenges</p> <ul style="list-style-type: none"> • Conducting the interview <ul style="list-style-type: none"> ✓ Building rapport <ul style="list-style-type: none"> ▪ Creating a comfortable and professional environment ▪ Demonstrating active listening and empathy ✓ Managing the flow of the interview <ul style="list-style-type: none"> ▪ Balancing flexibility with structure ▪ Adjusting questions based on responses ✓ Non-verbal communication <ul style="list-style-type: none"> ▪ Interpreting body language to assess credibility ▪ Using your own body language to convey confidence and approachability • Recording and documenting interviews <ul style="list-style-type: none"> ✓ Note-taking techniques <ul style="list-style-type: none"> ▪ Recording key points without disrupting the flow of the interview ▪ Differentiating between facts, opinions, and assumptions ✓ Audio and video recording

- Ensuring compliance with legal and ethical standards
- Managing client or witness consent for recordings
- Overcoming interview challenges
 - ✓ Difficult clients or witnesses
 - Strategies for managing uncooperative or hostile interviewees
 - Techniques for addressing evasiveness or dishonesty
 - ✓ Language and cultural barriers
 - Importance of cultural sensitivity in interviews involving diverse backgrounds
 - Addressing language barriers through interpreters or simplified communication.
- Ethical and professional considerations
 - ✓ Maintaining confidentiality and trust throughout the process
 - ✓ Avoiding conflicts of interest during interviews
 - ✓ Managing personal biases to ensure objective information gathering
- Practical exercise: Mock interviews
 - ✓ Students participate in role-playing exercises where they act as both interviewer and interviewee
 - ✓ Scenarios include
 - A client interview involving a contractual dispute
 - A witness interview in a civil litigation case
 - An expert interview on regulatory compliance
- Feedback is provided on communication, questioning techniques, and professionalism

MID TERM EXAMINATION

Section V: Legal Writing and Problem Solving

Learning Objectives:

1. Understand the purpose and importance of legal writing in documenting analysis and communicating effectively.
2. Apply core principles of clarity, precision, and logical structure to create professional legal documents.
3. Draft well-structured legal arguments using appropriate authority, including statutes, case law, and commentary.
4. Analyse and solve legal problems using structured approaches such as IRAC and CRAC frameworks.
5. Cite legal sources accurately and ethically, adhering to established citation standards like OSCOLA.
6. Prepare and refine compliance reports, affidavits, and legal memos with clarity and coherence.
7. Incorporate feedback and editing techniques to improve the quality and professionalism of legal writing.

Lecture 9

Principles of Legal Writing

- The purpose of legal writing
 - ✓ The role of written communication in legal practice
 - Documenting legal analysis
 - Communicating effectively with clients, supervisors, and courts
 - ✓ Differences between legal writing and general writing
 - Formality, precision, and reliance on authority
- Core principles of effective legal writing
 - ✓ Clarity and simplicity
 - Writing in plain language while maintaining professionalism
 - Avoiding unnecessary jargon and legalese
 - ✓ Precision and accuracy

	<ul style="list-style-type: none"> ▪ Using precise terminology and definitions ▪ Ensuring factual and legal correctness in statements ✓ Logical structure <ul style="list-style-type: none"> ▪ Organizing content coherently: Introduction, main body, and conclusion ▪ Using headings, subheadings, and bullet points for readability • Drafting legal arguments <ul style="list-style-type: none"> ✓ Structuring arguments logically ✓ Balancing factual accuracy with persuasive techniques ✓ Examples: Writing arguments for memoranda, letters, and internal reports • The importance of legal authority <ul style="list-style-type: none"> ✓ Using primary and secondary legal sources to support arguments ✓ Distinguishing between binding and persuasive authorities ✓ Integrating case law, statutes, and commentary into writing
Lecture 10	Writing About the Law <ul style="list-style-type: none"> • Approaches to problem-solving <ul style="list-style-type: none"> ✓ Understanding the question: Analyzing legal problems and identifying key issues ✓ Structuring answers <ul style="list-style-type: none"> ▪ IRAC (Issue, Rule, Application, Conclusion) and CRAC (Conclusion, Rule, Application, Conclusion) formats ✓ Developing a clear argument <ul style="list-style-type: none"> ▪ Synthesizing research findings and integrating diverse legal sources ▪ Evaluating conflicting authorities to form a reasoned conclusion

	<ul style="list-style-type: none"> ▪ Balancing factual accuracy with persuasive techniques • Drafting legal essays and problem questions <ul style="list-style-type: none"> ✓ How to structure a legal essay: Introduction, body, and conclusion. ✓ Integrating legal authorities into essays <ul style="list-style-type: none"> ▪ Citing statutes, case law, and secondary sources ▪ Using examples to support arguments effectively • Citation and avoiding plagiarism <ul style="list-style-type: none"> ✓ Importance of proper attribution in legal writing ✓ Detailed exploration of citation styles <ul style="list-style-type: none"> ▪ OSCOLA (Oxford University Standard for Citation of Legal Authorities) ✓ Cyprus-specific citation practices ✓ Practical exercises: Crafting citations for various legal sources
Lecture 11	Practicum A – Writing in Law <ul style="list-style-type: none"> • Introduction to legal writing in practice <ul style="list-style-type: none"> ✓ Overview of common legal documents <ul style="list-style-type: none"> ▪ Compliance Reports: Providing legal opinions on regulatory requirements ▪ Affidavits: Preparing factual statements for use in legal proceedings ▪ Legal Memos: Drafting internal memoranda for lawyers or clients • Structuring legal arguments in writing <ul style="list-style-type: none"> ✓ Writing logically and persuasively <ul style="list-style-type: none"> ▪ Presenting a clear thesis or main argument ▪ Supporting arguments with valid legal authorities (case law, statutes, and academic sources)

	<ul style="list-style-type: none">✓ Avoiding redundancy and ambiguity<ul style="list-style-type: none">▪ Focusing on brevity without sacrificing depth▪ Practical examples of concise drafting• Drafting legal documents<ul style="list-style-type: none">✓ Compliance reports: Structuring a report that addresses legal risks and compliance strategies.✓ Affidavits: Writing factual narratives that adhere to legal standards.✓ Legal memos: Addressing hypothetical scenarios and presenting solutions.• Improving clarity and precision<ul style="list-style-type: none">✓ Techniques for revising and editing drafts<ul style="list-style-type: none">▪ Ensuring logical flow and coherence▪ Using plain language while maintaining professionalism• Peer review and feedback<ul style="list-style-type: none">✓ Participants exchange drafts and provide constructive feedback on<ul style="list-style-type: none">▪ Use of authority and citations▪ Organization and presentation of arguments▪ Clarity, grammar, and overall professionalism• Practical exercise<ul style="list-style-type: none">✓ Drafting a compliance report addressing the application of an EU Directive in a Cyprus-based corporate context
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Section V: Applying Research and Interviewing to Legal Strategy

Learning Objectives:

1. Conduct legal research to identify and address gaps, anticipate risks, and develop actionable strategies within Cyprus and EU legal frameworks.

2. Integrate interview findings with legal research to refine compliance strategies and construct well-supported legal arguments.
3. Prepare comprehensive legal strategies for compliance and dispute resolution, addressing challenges and collaborating effectively with multidisciplinary teams.

Lectures 12

Using Research to Inform Legal Strategy

- Identifying and addressing legal issues through research
 - ✓ Recognizing the legal scope of a case or problem
 - Identifying applicable statutes, case law, and EU regulations
 - Understanding the legal framework in Cyprus and how it interacts with EU law
 - ✓ Recognizing gaps in legal information
 - Using research to address uncertainties or ambiguities
 - ✓ Practical example: Researching an EU Directive to determine its applicability in a Cyprus-based corporate compliance scenario
- Anticipating legal risks through research
 - ✓ Predicting potential conflicts or legal challenges
 - Examining trends in case law to foresee judicial outcomes
 - Identifying non-compliance risks for businesses operating in multiple jurisdictions
 - ✓ Tools and techniques
 - Shepardizing to confirm the validity and relevance of case law
 - Utilizing analytics tools to identify patterns in legal decisions
- Synthesizing research findings into practical solutions
 - ✓ Preparing research-based documents
 - Compliance reports

- Legal memos addressing specific legal issues
- ✓ Linking research findings to actionable recommendations
 - Example: Drafting a compliance checklist based on an environmental regulation

Analyzing and Utilizing Interview Data

- Gathering information through interviews
 - ✓ Linking interviews with research goals
 - Using client interviews to clarify factual gaps identified during research
 - Witness interviews for corroborating legal claims
 - ✓ Types of data obtained in interviews
 - Factual narratives (client interviews)
 - Testimonial evidence (witness interviews)
 - Expert analysis (consultations)
- Cross-referencing interview findings with legal research
 - ✓ Verifying interview data against statutes, case law, and secondary sources
 - ✓ Resolving inconsistencies between factual accounts and legal precedents
- Incorporating interviews into legal strategy
 - ✓ Enhancing the credibility of legal documents by including verified interview data
 - ✓ Using interviews to refine or adjust compliance strategies
 - ✓ Example: Analyzing a witness interview to determine whether specific case law applies to a dispute

Developing Comprehensive Legal Strategies

- Building a cohesive legal argument
 - ✓ Combining research and interviews to construct logical, well-supported arguments
 - ✓ Addressing potential counterarguments
 - Anticipating challenges from opposing parties or regulatory authorities
 - Preparing evidence and legal reasoning to refute such challenges
- Preparing legal strategies for specific contexts
 - ✓ Compliance contexts
 - Ensuring adherence to Cyprus and EU regulations
 - Example: Creating a compliance program for GDPR
 - ✓ Dispute resolution contexts
 - Using research and interviews to support litigation strategies
 - Example: Advising a client on whether to settle or proceed with a claim based on precedent and factual evidence
- Collaboration in strategy development
 - ✓ Working with multidisciplinary teams
 - Integrating legal, financial, and operational considerations into strategies
 - ✓ Coordinating with lawyers and external advisors for implementation

Section VI: Practical Applications of Legal Research and Interviewing

Learning Objectives:

1. Structure and present legal documents, reports, and summaries that effectively integrate research and interview findings.

2. Prepare and deliver clear, persuasive presentations and oral arguments tailored to client needs and professional settings.
3. Apply research and interview insights in simulated legal scenarios to develop, present, and defend well-supported legal arguments.

Lecture 13**Developing and Communicating Legal Solutions**

- Preparing for client presentations
 - ✓ Simplifying complex legal concepts for non-legal professionals
 - ✓ Structuring presentations to ensure clarity and persuasiveness
 - ✓ Visual aids and supporting materials: Using charts, tables, and summaries effectively
- Oral advocacy in a compliance or advisory setting
 - ✓ Preparing and delivering oral arguments
 - Outlining key points concisely
 - Balancing technical accuracy with accessibility
 - ✓ Responding to audience questions
 - Anticipating potential concerns or counterarguments
 - Providing clear and reasoned answers
- Ethical considerations in presenting legal information
 - ✓ Avoiding misrepresentation of legal findings
 - ✓ Balancing advocacy with objectivity

Moot Court Simulation

- Simulating real-world legal challenges
 - ✓ Students act as legal assistants in a moot court exercise.

	<ul style="list-style-type: none"> ✓ Teams are assigned roles <ul style="list-style-type: none"> ▪ Advisors: Presenting research and interviewing findings ▪ Judges: Evaluating arguments based on clarity, logic, and research • Focus of the moot court case <ul style="list-style-type: none"> ✓ The hypothetical case involves a compliance issue intersecting Cyprus law and an EU Directive. ✓ Students are tasked with: <ul style="list-style-type: none"> ▪ Identifying key legal issues. ▪ Using research and interview findings to develop and present arguments. ▪ Addressing counterarguments from the opposing team.
Revision	
Lecture 14	<p>Course Revision & Practical Application</p> <ul style="list-style-type: none"> • Case study scenarios • Applying knowledge to real life scenarios
FINAL EXAMINATION	

Assessment Method and Criteria

Type of Assessment

Weight

Final Examination	60%
Mid Term Examination	30%
Class Attendance and Participation	10%

Assessment Criteria

Numerical Grade	Grade	Meaning
90-100%	A	Excellent
85-90%	B+	Very Good
80-84%	B	Good
75-79%	C+	Above Average
70-74%	C	Average
65-69%	D+	Below Average
60-64%	D	Poor
Below 60	F	Failure
