

"appeal book" 50	citation of 25, 79
argument	fabrication of 67
advancement of certain 25	outline of submissions and 49
alternative 37, 39, 49, 57, 64, 70,	understanding of presentation of
74	your argument 52–53
building see building an	
argument	body language
"cascading alternatives" 39	positive 66
contradictory 37-39	presentation of oral submission
convincing 15	and 82–83, 89
criticism of 20, 21	videotaping of practice moots
defence of 19	and 98
discarding of 85	building an argument 18–22
implied agreement 39	identify weaknesses in case
innovative 22	21
mutually exclusive 38–39	identify who you are representing
prioritised 85	19–20
reasoned and supported 20	imagined representation of other
recording of team's 20,	side 20–21
21	for both sides 22
"stealing of" during competition	list of all arguments 20
102–103	read facts and make instinctive
unique 25	decision 18–19
weak 25	repetition of steps 21–22
audience	review of argument development
consideration of 16	20
expectations of 25	
knowing who is 24–26	case file 23, 50
signposts and 57	casebook 50–51
authorities	oral presentation and 78–79
against you, identification of 60	co-counsel
casebook and 50	conferring with 68



referral to moot master 68	table of contents 27, 28
timekeeping and 73	see also submissions
dissertation, scholarly 24	doubt, sufficient 59
•	flashcards 77–78
documents, written 23-51	
bibliographic programs and	information, oral, presentation of
30–32	to scribes 35
common problems, avoidance of	
28–29	investment, emotional 19
cross-references 27-28	language, gender-neutral 43
cutting and pasting in 29	
delegation of writing of 34, 35	law
endnotes 29	application of in argument 24
font, type and size 26, 28	procedural 3
footnotes 29	substantive 3
footnotes, running 27	legal practitioners, as moot masters
framework for 36	97
from past years 24	legal sources
headings 26, 36–37	primary 20
ideal 25	secondary 20
length and presentation rules for	logic
26, 27	error of 20
line spacings 26	flow of 36
margins 26	memorials and memoranda see
memoranda and memorials	documents, written
23–24, 35, 49	
objectivity of 45	misquoting 29
"one voice" in 34–35	modifiers 41
page numbering 27, 28	moot alumni 96, 106
paragraphs 26, 37	moot coach 11, 14
paragraphs, standard, style of 26	moot competition
presentation of information to	activities, moot-related 104
writers 35–36	activities, non moot-related 104
quotes and references,	finals, judging in 104
identification of 35	finals, viewing of 103
reading aloud of 45, 95	getting lost on way to, fear of
reference list 27, 30	101
reference sheet, proforma 31	getting to 100–102
referencing style 29, 31	opportunities afterward 106-108
rewriting 45	relaxation prior to 101
second see second document	spirit of 102
standard 26	travel coordination for 100
structure of 36–39	moot masters 16
styling of 26	answer all questions from 64



moot masters (cont.)	variety of in practice moots
appreciation of preparedness 72	95–96
coordination of for practice	moot problem 10-12
moots 95	reading of 10
correct address of 71	moot rules 10–11, 26, 29, 48, 52, 67,
dialogue with on questions 61	73
direct reference to from speaker	moot teams
89	beginning preparations 7-20
ending questions from 65	crisis of confidence of members
entry of, formalities attached to	14–15
74	deadlines and 12
expectations of oral submissions	friendship within 16-17
by 55	frustration with other members
eye contact from speaker 84, 87,	14
88	fundraising by 10
involvement of by referring to	helping subsequent 107
questions posed 70, 71	initial meeting of 14
legal practitioners as 97	joining, reasons for see reasons
multiple, establishment of	for joining a moot team
rapport with by speaker 88	keys to success of see successful
peripheral knowledge and 22	teams, keys to
personal style of 89	monetary issues 8–9
positive final impression on	objective and goals of 16
21	seeking assistance with subject
practice, experience of 96	matter 11–12
practice, who can be 95-97	sponsorship of 9-10
questions from as hypotheticals	timing and commitment from
63	members 7-8
rapport with speaker, building of	trust within 15-16
87–89	mooting, definition of 3
rebuttal procedure, clarification	networking, moots as opportunity
with 90–91	for 4, 106
referral of co-counsel to 68	
seeking clarification through	objectivity 19
questions 62	
summary of facts in oral	oral submissions 25, 52-93
submission and 76	addressing weaknesses in your
testing your knowledge through	case in 59–60
questions 62	as dialogue 88
throwing "lifeline" through	awareness of environment for 54
questions 62	concession of issue by opponent
unpredicted questions and 67	in 69
variation of order of submission	creation of a persuasive case in
and 69	56–60



Index 149

awareness of environment and

defensiveness in 60
expectations of moot masters and 55
expression of case in simplest possible terms in 56
facts of problem and 77
flexibility of 69, 74
identification of aim and purpose in 54
of opponent, attention to 70
order of 90
personal attributions in 65
presentation of see presentation
of oral submission
procedural matters of moot, familiarity with 89–90
questions and see questions, oral

rebuttal procedure in see rebuttal

response to 69–71 signposting in 56–57, 67 sound architecture of 70, 71 structure of 54–69, 70 time allocation and 54 variation of order in 69 plagiarism 29

practice moots 61, 88, 94–99
experience of moot masters in 96
inter-varsity 98–99
making the most of 97–98
record of 98
responsibility for coordinating
moot masters 95
responsibility for scheduling 95
variety of moot masters in 95
when to start 94–95
who can be moot master for
95–97

presentation of oral submission 71–93 argument selection and 74

body language and 82, 83, 89 case materials and 77-79, 87 casebook and 78-79 comfort during 105 complete script, use of 84-85 direct reference to moot master dress code and 72-73, 87 eye contact with moot masters in 84, 87, 88 fidgeting and 82 flashcards and 77-78 flexible submission structure and full citations, requirement for gestures and posture and 82–83 mistakes made during 92 notes, speaking from 83-87 opening formalities and 74-77 paying attention during 83 preparation for 72 rapport with moot master during 87-89 recollection of facts of problem during 77 request for appearances and 75-76 speaking slowly and 81 stylistic differences in 71 summary of facts for moot masters 76 team work after 92-93 time keeping and 73-74, 90 tone, pitch and accent, moderation of 80-81, 84 voice and delivery 79-81, 84, 89 presentations, oral see oral

submissions

professionalism 16,72

proof, burden of 58

"pre-moots" 98



questions, oral 60–68	instinctive 19
asked of opponent, attention to	subjective 18
70	scholarly article, possibility of
"cut and run" strategy and 64, 65, 67	writing 107
dialogue with moot masters and	scripts, complete, use of in oral
61	presentation 84–85
help from team-mates and 67–68	second document 46–51
incorporation into structure of	preparing genuine response
argument 62–63	46–49
leading 62–63	response to issues missed by
moot masters and 62, 63, 64, 65,	opponent 48
67, 70, 71, 85	strength of memorandum to
panic during 66	respond to 47
practice moots and 61	tact in response 48–49
preparation for 61–62, 66	see also documents, written
prepared phrases and 64	self-confidence 87
restatement of 66	sponsorship, sources of 9
unpredicted 63-67	style tags 26
quotes	submissions
from authorities via case book	alternative, addressing of 58-59
50	memorandum of 23, 24
long 27	memorandum of, weak, response
reasoning, false 20	to 47–48
	opponent's, lessening impact of
reasons for joining a moot team	60
4–5	oral see oral submissions
job opportunities 4	outline of 49–50
networking 4	short outline of 23
new perspectives 5	see also documents, written
team work 4	successful teams, keys to 13-17
training, intensive 5	attitude, positive 13
travel, international 5	identification of strengths and
rebuttal 90–91	weaknesses 13–14
clarification of procedure with	team work 4-5, 13-17, 34, 92-93
moot master 90	
effective 91	tenses, simple 43
exercise of right to 90	topic sentence 37
points, common 86	trial notebook 50
request of right to 90	whiteboard 36
use of 91	
referencing, excessive 24	word processing programs 26
responses	"normal" style in 27, 28
emotive 18	styles, use of 26–27



Index **151**

writing, basic rules of 39–44

"active voice" 40, 43, 50
ambiguity, avoidance of 41
appropriate word usage 41–42
complacency, avoidance of 40
editing 44–46
gender specific language,
avoidance of 43

"passive voice" 40
tense, consistency of 43–44
writing, tips and tricks of
24–46
document set up 26
know purpose and audience
24–26
writing style 34–36