

## **Report on Memo Pundit**

Memo Pundits are a group of trained professionals who have graduated from National Law University Odisha. They share their expertise with the students of different colleges across the nation, through a 3 day workshop wherein they divide the entire curriculum into simplified sessions. We got an opportunity to have them amongst us from 5<sup>th</sup> to 7<sup>th</sup> August 2019. Rach Tripathi sir and Anant Gupta sir, were felicitated by senior faculty members, Dr Jyoti Dharm and Aman Sir. Let us further get a peek as to how the sessions unfolded, and the workshop was conducted for the next two days.

### **Day 1, 6<sup>th</sup> August**

The session began at 9 am, with a basic discussion of mooting. The students were briefed regarding moot propositions and simple ways to crack it to in order to strengthen their issues whenever they go for moots. In order to make it uniform for the students, they had circulated a sample proposition prior to the sessions on 5<sup>th</sup> of August, which they were asked to go through. The students were asked to follow a time friendly method whereby, they would mark all the statutes, laws, treaties involved in order to enable them to research on those areas which are required. That's how the session titled, 'Decoding the Proposition' proceeded. Once everyone was done with the basic understanding of the simple approach, the students were made familiar with a three step approach, that is reading the proposition as many times as one can, researching on those new topics which they might have come across after the multiple readings wherein, the students were asked to follow authentic databases such as Manupatra, SCC and avoid other unofficial websites which provide legal information. Further, the session proceeded with the issue of identifying material and immaterial facts of the case. The students were asked to read the proposition in a way as to point out which are the facts having a direct relationship with the issues raised such as breach of contract or any crime committed.

The next session began with a brief discussion on what a memorial is. In order to make the students more flexible in their approach with any moot proposition, they were asked to refrain from choosing a favourite side and try to strengthen their arguments instead using proper research methodology. Mr Anant Gupta, with the help of various best memorials from prestigious moots gave the audience a rough idea as to how a memorial must look. They reiterated throughout the session the importance of keeping a memorial as simple and plain as possible while they walked through the various sections of the memorial. Once a

basic discussion was over, ways of properly formatting a memorial using uniform citations and keeping the paragraphs short. They made the session interactive in order to facilitate an easy learning process, by enabling the students to ask questions and answering them citing real life incidences regarding moot. In order to fork out some more time for research, they encouraged the students to form cheat sheets of the rules governing the moot, Bluebook citation rules and font size and styles.

While we edged towards the final session of that day, the last point of discussion was drafting strategies. The students were given ample examples, from sample memorials, as to how the language of their memos should be. The memorials which were shown to the students, belonged to winning teams hence were able to leave a lasting impression on students as to how good their yet simple their memos can be. They shared tips as to maintain consistency throughout the memo and check out for any grammatical error at regular intervals. They ended the session by sharing a simple formula which they called ILAC, which stands for Issue, Laws, Arguments and Conclusion, thereby giving the audience a proper chronological order to work on. They ended the session by sharing tips as to using simplest form of language and avoid legal jargons where possible. Before ending the session, they asked every student to emphasise more on the statement of jurisdiction as this is usually something students underestimate.

## **Day 2, 7<sup>th</sup> August**

The final days session began with discussion on plagiarism. They explained it to the students how crucial it is to keep the plagiarism below the permitted limit. The session titled, 'Finalising the Memo', unfolded itself as they discussed about various citation rules such as Harvard Bluebook and OSCOLA. They laid due emphasis on noting down the intricate details including the name of judges which may prove to be a valuable asset in any moot. They differentiated between the terms *infra*, *supra* and *ibid* which students often tend to be confused with.

The second session of the day had a practical approach for teaching the students how to draft a memorial on their own. For this each student received a sample memo and they were asked to follow a few basic instructions given by the faculty members of Memo Pundit. Step by step they taught the students how to make the cover page of their memorial, which was followed by drafting of a table of contents. Students were then taught to use citation shortcuts in Microsoft word in order to save some time for them during their research. Before the session ended, they shared shortcuts as to insertion of any citation, converting texts to small caps, finding and replacing words etc. they ended the session by sharing real life experiences

from their undergraduate days in order to make the students more confident about their memos.

The opportunity would not have been possible without the support of our institution and Principal ma'am. The students who attended the workshop are satisfied beyond their expectations and are grateful to our esteemed institution for arranging something like this.