



ZIMBABWE EZEKIEL GUTI UNIVERSITY

**INFORMATION TECHNOLOGY AND COMMUNICATION SKILLS FOR
LAWYERS LB101 EXAMINATION**

NOVEMBER 2016

THREE HOURS

INSTRUCTIONS

Answer **ALL** questions in Sections A and Section B. Select only 1 question from section C

Marks allocated to questions are indicated in brackets.

Candidates are not allowed to bring any material in the exam.

SECTION A: INFORMATION TECHNOLOGY (Answer all questions from this section)

QUESTION 1

- a) Give three advantages of using a computer? [3]
- b) Give two disadvantages of computers? [2]
- c) Explain three components of the Central Processing Unit [6]

QUESTION 2

- a) Explain the difference between RAM and ROM memory as they are used in a computer system [4]
- b) Explain 3 functions of an Operating System [6]
- c) Define the following terms in relation to application software
 - i. Shareware
 - ii. Open source [4]

QUESTION 3

- a) Briefly explain the following terms.
 - i. Virus [2]
 - ii. Worm [2]
 - iii. Trojan horse [2]
- b) Phishing attacks are now more prevalent than before considering that most organizations are moving towards e-commerce. Briefly explain what is phishing [2]
- c) How can we safeguard computers from viruses? [2]

SECTION B: COMMUNICATION SKILLS FOR LAWYERS (Answer all questions from this section)

QUESTION 4

Effective communication in all situations cannot be guaranteed. Discuss this view with reference to at least four (4) barriers in the context of different communication settings in the field of law. [20]

QUESTION 5

- (a) Discuss the difference between listening and hearing[5]
- (b) Discuss the different stages in the listening process.[10]

QUESTION 6

Dear Mr and Mrs Green

The writers have hitherto been proceeding in this matter on the basis that the vendor of the property would undertake and agree to give good and sufficient notice of any pre-existing encumbrance on the property. In as much as it now appears that the situation is otherwise, we would advise that it is not unlikely that the matter in hand will proceed less expeditiously than had been earlier indicated by reason of the above issue. Unless and until full and complete disclosure as to the said encumbrances is made, no further steps in the purchase of the above property would be advisable.

(Excerpt from A practical guide to lawyering skills)

Can you rewrite this letter to Mr and Mrs Green in a simplified way? [10]

SECTION C: CHOOSE ONE QUESTION FROM THIS SECTION

QUESTION 7

Using examples, discuss what is expected of a legal practitioner in the following communication contexts

- a) Communication with clients[5]
- b) Communication with fellow legal practitioners[5]
- c) Communication with court officials [5]
- d) Communication with community members in their area [5]

QUESTION 8

With the aid of examples, discuss the importance of referencing in academic writing. [20]

QUESTION 9

Discuss the term “legal opinion” and with the use of examples outline the structure of a legal opinion. [20 marks]

END OF QUESTION PAPER