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Writing & Submitting your Assignment

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The Assignment

- A means of Assessment

- This Presentation is about
  - preparing for,
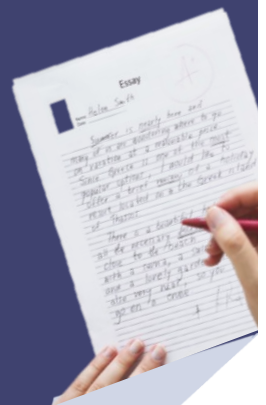 - drafting,
  - reviewing and
  - submit your assignment

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Scoring

- Student's understanding of the subject

- Presentation

- Uniqueness (no plagiarism)

- Appropriate citations

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What do you do when you get a new assignment?

- dive right in and begin drafting from beginning to end?

- freak out as you've got so many assignments and exams you just don't know how you'll handle it?

- leave it until the last minute and then frantically work away on it hoping by some miracle your words will all meet the criteria and you'll scrape through again by the skin of your teeth?

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7 steps

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Step 1

Note important details

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Step 1

- Skim and scan assignment questions for important details

- the due date

- the word limit

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Step 1

- the key words like

  - explain
  - describe
  - discuss
  - compare and contrast
  - analyse
  - justify

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Step 1

- Formal or informal

  - Formal - 3rd person - Assignments - I or My

  - Informal - 1st person - Presentations - I or My

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Step 1

- Also look out for

  - Font type
  - Font Size
  - Line Spacing
  - Justified alignment or not

- Default:
  Times New Roman, size 12, 1.5 line spacing and justified text

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Step 2

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Step 2

- Plan out your paragraphs and all the information you will need to include in these

- introduction and conclusion

- in between will be the paragraphs containing all your information

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Step 2

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Step 2

- Consider adding a Contents Page

- Add a Tables or Figures index

- If it's in the form of a report or it's a long assignment introduce an Abstract or an Executive Summary

- After the Conclusion add the Reference List followed by a Bibliography

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Step 2

References vs Bibliography

- Reference list is the detailed list of references that are cited

- Bibliography includes the background readings or other material that you may have read, but not actually cited

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Step 2

Reports should be numbered

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Step 2

See that pages are ALL numbered

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Step 3

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Step 3

Look for information in a variety of sources

- books
- journals
- databases
- newspaper articles

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Step 3

Avoid using

- non-academic websites, write-ups etc and
- never quote from web-based encyclopedia such as Wikipedia

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Step 3

- Research

- Do not plagiarise

- Cite your sources
  - use in-text citation as well as a reference list

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Step 4

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Step 4

- Transfer the information you have found in your research into complete sentences

- Do not write long sentences

- Check sentences which go over 20 words

Step 4

- Save your work continously

- Save a backup copy preferably on an external hard drive or USB device

Step 5

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Step 5

- Read your work out loud or better still read it out loud to somebody else

- Look for spelling and grammatical errors

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Step 5

- If you're using Microsoft Word
  - you will see a red squiggly line if the word is spelled incorrectly
  - or a blue or green one if it requires revising
  - Do not rely on this program to check your mistakes you may have a word spelt correctly but it may not be the word you meant.

Chek

check..

Mast check

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Step 5

- If your tutor is checking your draft, or has made comments after you made a presentation, ensure that you apply any changes or suggestions that they recommend

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Step 6

ed:it

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Step 6

- When you redraft, your work take time to go back all of the assessment and check that you are addressing the criteria

- Have you answered everything the task was asking you to do?

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Step 6

- Have you written your paragraphs in the TEEL or PEEL structure?

Topic	**P**oint
Evidence	**E**vidence
Explanation	**E**xplanation
Link	**L**ink

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Step 6

- Have you included all citations?

- Is it typed in the appropriate font type size?

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Step 7

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Step 7

- Once planned, drafted & written the assignment is ready to be submitted.

- Make sure that you have saved it in the file format it has to be submitted in. (PDF and not scanned)

- Double check and follow the mode of submission.

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7 steps

- Step 1 note important details
- Step 2 plan
- Step 3 research
- Step 4 draft
- Step 5 check
- Step 6 edit and redraft
- Step 7 final check and submit

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If you need further information or assistance contact us on

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