

ASSIGNMENTS

You are expected to manage your schedule, pace yourself and organise your learning. This includes allocating suitable amounts of time to planning and writing assignments.

Writing assignments

- Analyse the assignment task – begin reading and thinking about how the readings/lecture materials/resources might help you answer the assignment task.
- Go back and rethink what is expected of you.
- Try to allocate sufficient time for reading, thinking and writing.

Analyse the assignment task

In order to answer a question well you need to identify what the question requires in terms of content and genre.

- What is the assignment about?
- How does the assignment fit into the unit of study?
- Does it relate to theory or practice?
- Have I been given particular instructions by the lecturer?
- What are the marking criteria?
- How many words do I have to write?
- How much research will I need to do?
- What is the main topic? – are there any key terms that need to be defined?
- What key words are used in the question?

Looking at the key words

Task words	Tell you what you have to do.eg. Examine analyse, discuss.
Limiting words	Limit and define the essay – refer to the topic area. Limiting words help you define the topic and focus on a specific area.
Content words	Define the topic area further and tell you what you should write about.

An assignment task may;

- Require a discussion.
- Ask for a comparison.
- Ask for you to show a cause and effect relationship.
- Ask for an opinion.
- Ask for an evaluation.

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