

Assignment Writing

An assignment is simply any task assigned to you by your tutor with the purpose of assessing your understanding and ability to express the course content to the required standard.

Assignment Types

Written

Any document to be handed in and marked, for example

- essay
- report
- annotated bibliography
- literature review
- Question and answer sheet
- proposal
- portfolio
- spreadsheet
- poster
- powerpoint
- brochure/leaflet/booklet

Oral

A verbal expression of your work

- in-person presentation: directly presented to the rest of your class; usually includes a visual aid such as a Powerpoint presentation; and may be given individually or in a group
- recorded presentation: presented by recording yourself; usually by narrating a Powerpoint presentation, but may also be a video recording; and may be given individually or in a group
- debate: two teams debate a point using evidence

Performed

A task performed under the observation of the tutor or placement supervisor

- a performance
- demonstration of a skill with or without an explanation of what you are doing and why
- role play that might also be recorded and transcribed with the purpose of also completing a written reflection

See the [Assignment Types](#) study guides, and the [Working in Groups](#) study guide

Getting started

- Analyse the task. See the [Analysing an Assignment Task video](#)
- Ask your tutor for clarification of the task if needed, and you may also talk to a [Learning Advisor](#)

Planning your time

- Start your assignment planning and preparation as soon as possible
- Allow plenty of time for finding literature for your assignment
- Distribute your time across multiple assignments, so that when you have finished one assignment, you have already started the next assignment
- Use an [assignment planning calculator](#)
- Use [planning tools](#) to help you use your time effectively

Preparing your assignment

- Plan your assignment structure. Refer to the [assignment types](#) guides. Use [thinking tools](#) if needed.
- Use credible literature to inform your work: [search](#) for quality sources; decide the [type of sources](#); and [evaluate your sources](#)
- Consider your audience: Your audience is intelligent but unknowledgeable about your topic
- Practice oral and performed assignments, and proofread written assignments
- Check and re-check assignment guidelines and marking criteria to ensure you are on the right track
- Use academic conventions as required. For example, [APA style](#) for writing and for [references](#)

Dealing with feedback

- Read all of the feedback
- Reflect on how you might improve your work for next time by doing more of that which you did well and addressing weaker areas
- Talk to your tutor or a [Learning Advisor](#) for strategies to improve your work