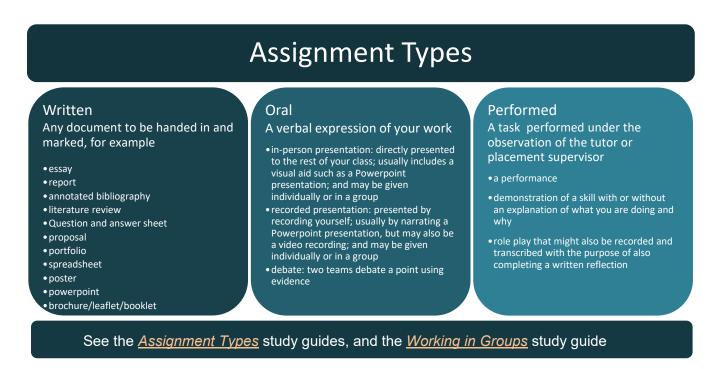
Assignment Writing

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.



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: <u>search</u> for quality sources; decide the <u>type of sources</u>; and <u>evaluate your</u> <u>sources</u>
- 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, <u>APA style</u> for writing and for <u>references</u>

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