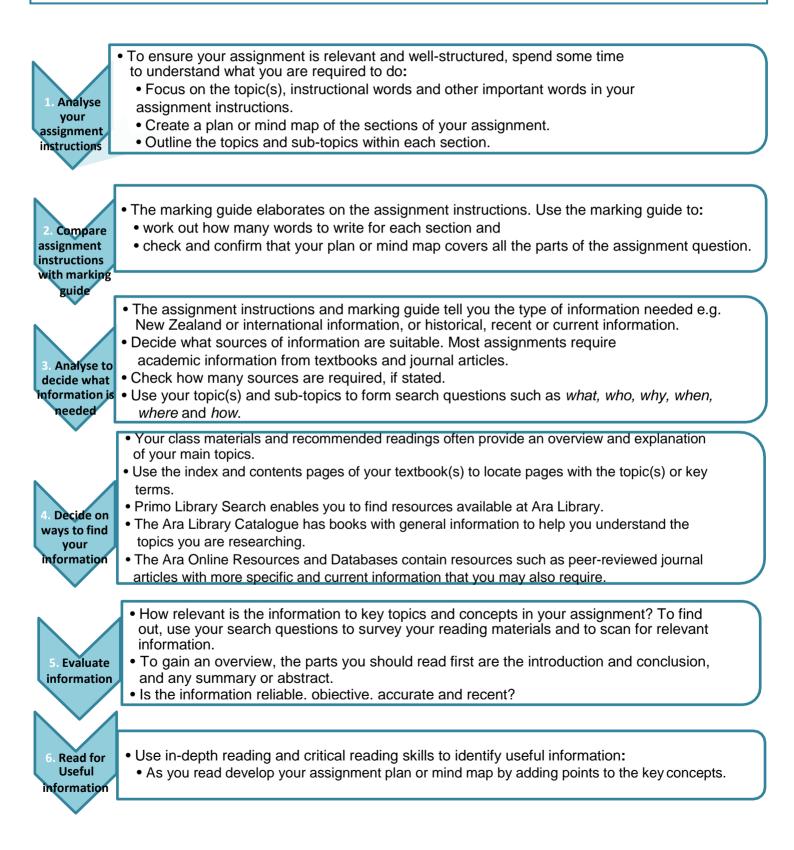


Learning Services
Assessment Tasks

Assignment Writing Steps



Take notes & organise your information	 As you read, take notes of relevant and important information which will help to develop and support the ideas for your assignment. Group your notes under the topic and sub-topic headings of your plan or mind map. Record the details of all sources of information you are using, because you will have to reference them.
8. Draft your assignment	 Use your assignment plan to write the information you have found into paragraphs, using your own words (that is, paraphrasing). For each paragraph, write a topic sentence which states the main idea of the paragraph. Develop this idea with supporting sentences that provide explanation and examples. Check your drafts by referring closely to your assignment plan and marking guide. Ask questions such as: Have I missed out anything important? Have I included irrelevant information? Have I paraphrased well? Do I have only one main idea for each paragraph? Do my ideas 'flow'? Edit and rewrite as required.
9. Reference your sources of information	 It is important to follow the required APA referencing style to provide: in-text citation (acknowledging the authors of the ideas you used within your assignment) a reference list (give details of information sources at the end of your assignment).
10. Produce the final copy of your assignment	 Leave some time to rest and reflect before you proof read. Check to ensure correct content, structure, spelling, grammar, punctuation, referencing, and formatting.
11. Examine your marker's feedback	 Marker feedback is very important because it helps you to understand: where and why you did well, and where and why you need to improve. Apply what you have learnt from your assignment to future assignments, to constantly improve your thinking and writing skills.

• For more information on each assignment writing step, refer to other Learning Services handouts.

- For information on different types of assignment refer to: *Essay Structure, Reports, Literature Review, & Annotated Bibliography* (on Learning Services' website / Moodle site).
 - Effective time management is important. Set and keep to your own additional deadlines for each assignment writing step. This helps you to complete your assignment before the deadline given by your tutor. Refer to these hand outs:
 - Timeline for an Assignment (on Learning Services' *Academic Skills Support* site on Moodle, under section 13).
 - Organising Your Time
 - Make an appointment early at Learning Services if you are not sure about any of your assignment writing steps. A Learning Advisor will help you to develop your writing skills.