Planning your Assignment

**Analyse the topic**
- What is the purpose of the task/topic?
- What is it asking?

**Brainstorm the topic**
- What do I already know?
- What have I read?
- What ideas/questions do I want to research?
- Who are the key authors on my topic?

**Plan your time**
- Work back from the due date to plan time for research, drafts and editing.
- Take time to account for other work due.

**Construct a rough plan**
- What are my main points?
- What other ideas are worth including?
Preliminary research

• Revise with lecture notes and prescribed/recommended text books.

Begin researching

• Keep your topic in mind.
• Focus your research on relevant journal articles and texts.
• Record your findings.

Revise your plan

• Consider the relationships between your ideas.
• Select key points.

Writing

• Keep your topic in mind when writing.
• Follow formatting requirement.
• Check for grammar, coherence, flow.
• Follow relevant citation style.

Submit

• Submit your assignment.