

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.

