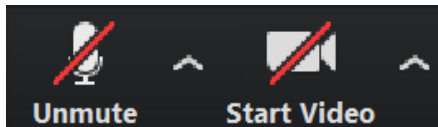


Welcome! Before we start...

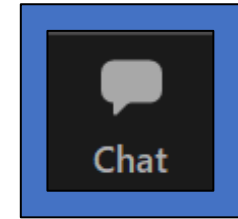


1. **Sign in** with your **first and family name** so we can check you off the register

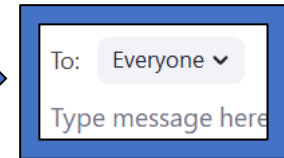
2. **Mute your microphone & video**



3. **Open the Chat, and say hello**



4. **Keep Chat option on for 'Everyone'**





University of
South Australia

Understanding assignment tasks

Learning Advisers

Student Engagement Unit (SEU)

In this workshop we will cover:



- how to identify assignment requirements
- how to differentiate between assignment types
- how to analyse assignment questions
- where to find useful resources & support

What questions could you ask to help yourself understand assignment requirements?

- How does the assignment relate to the course objectives and content?
- What are you being asked to do?
- What is the purpose?
- Who is the audience?
- How will it be marked?
- How will you structure it?
- What sources are required, and how will you reference them?
- What kind of language is needed?



Check for this information at the start of the study period

Feedback forms help in understanding requirements

	High distinction
Organisation	Clear introduction (including thesis statement), clear topic sentences, one main idea per paragraph, logical argument developed across essay, conclusion sums up main ideas in essay and restates thesis.....

Common areas assessed:

- content
- quality of ideas and argument
- depth of research
- referencing
- structure
- format/presentation
- grammar and expression

Check course materials for specific feedback form for your task

What types of assignments are you doing?



Types of assignments at uni



and more...

Task	Essays	Reports	Reflective paper	Critical review
Purpose	<ul style="list-style-type: none"> - give an argument - provide support/evidence - persuade 	<ul style="list-style-type: none"> - provide information or solutions - provide support/evidence 	<ul style="list-style-type: none"> - reflect on, analyse & evaluate learning experiences & inform practice 	<ul style="list-style-type: none"> - summarise, analyse and evaluate academic article/s
Structure	<ul style="list-style-type: none"> - introduction - body paragraphs - conclusion - reference list 	<ul style="list-style-type: none"> - executive summary, abstract - introduction, body, conclusion - recommendations - headings or sub-headings - appendices - reference list 	<ul style="list-style-type: none"> - paragraphs - may include introduction, conclusion and or headings (see essays and reports) - references if sources used 	<ul style="list-style-type: none"> - introduction - summary - critique - conclusion - reference list
Language	<ul style="list-style-type: none"> - formal - objective 	<ul style="list-style-type: none"> - formal - objective 	<ul style="list-style-type: none"> - may include formal and/or informal language - more subjective 	<ul style="list-style-type: none"> - formal - objective

What's the task ?

Identify the type of assignment and think about:

- purpose
- structure
- language



Essay - look at issue objectively; present persuasive argument based on evidence

1. While realism and naturalism had similar values, there are some key differences in their approach. Discuss.

2. Drawing on your journal entries during your placement, identify links in relation to course content and readings.

Reflective writing - reflect on, analyse own learning & show connection to theories

What's the task ?

Identify the type of assignment and think about:

- purpose
- structure
- language



Critical review -
summarise, analyse &
evaluate an article

3. Critically evaluate Pavé's (2013) study in light of one of the key concepts presented in the course.

4. Accent Ltd. is opening a centre in Laos. Provide an analysis of the implications for staff relocating, in relation to cross-cultural communication. Suggest strategies to assist with the relocation in this regard.

Report - provide
information &
recommendations



Q & A



Analyse the question - example

Discuss the relationship between transactional and transformational styles of leadership. Which of these styles would you recommend in the context of a contemporary business?

Due: dd/mm/yy

Length: 1500 words

Analyse the question

1. Check any **unfamiliar words**
2. Find the **instruction / directive / task word(s)** which tells you what to do (e.g. compare, discuss, explain)
3. Find the **content / information words** (e.g. what are you being asked to compare, discuss, explain?)
4. Find the **limits** to the essay (these can be practical limits and information limits)



Discuss the relationship between transactional and transformational styles of leadership. Which of these styles is best suited in the context of a contemporary business?

1. Check any **unfamiliar words**
2. Find the **instruction/directive/task** words

Discuss the relationship between.....

N.B. Sometimes they are implied

Recommend one of these styles...

Discuss the relationship between transactional and transformational styles of leadership. Which of these styles is best suited in the context of a contemporary business?

3. Use the **instruction / directive / task word** and ask 'what?'
This helps find the **content / information words** and what you need to focus on.

Discuss **what?**

- ...the relationship between transactional and transformational styles of leadership

Recommend **what?**

- ...one of these styles

Discuss the relationship between transactional and transformational styles of leadership. Which of these styles is best suited in the context of a contemporary business?

4. Find the **limits** to the essay – which aspect of the information will you be addressing?

What are the **information limits**?

- ...in the context of a contemporary business

What are the **practical limits**?

- Due date: dd/mm/yy
- Length: 1500 words

Analyse the question – practice



Accent Ltd. is opening a centre in Laos. Provide an analysis of the implications for staff relocating, in relation to cross-cultural communication. Suggest strategies to assist with the relocation in this regard.

Accent Ltd. is opening a centre in Laos. Provide an analysis of the implications for staff relocating, in relation to cross-cultural communication. Suggest strategies to assist with the relocation in this regard.



1. Check any **unfamiliar words**

Consider the key words in relation to your discipline:

- What does “cross-cultural communication” mean?
- How is “cross-cultural communication” defined in your discipline area?

Accent Ltd. is opening a centre in Laos. Provide an analysis of the implications for staff relocating, in relation to cross-cultural communication. Suggest strategies to assist with the relocation in this regard.



2. Find the **instruction/directive/task** words

Provide an analysis = Analyse

Suggest = Recommend = Offer = Give

Accent Ltd. is opening a centre in Laos. Provide an analysis of the implications for staff relocating, in relation to cross-cultural communication. Suggest strategies to assist with the relocation in this regard.



3. Find the **content/information words** (use the instruction word + what?)

Analyse...

implications for staff relocating

Suggest...

strategies to assist with the relocation

Accent Ltd. is opening a centre in Laos. Provide an analysis of the implications for staff relocating, in relation to cross-cultural communication. Suggest strategies to assist with the relocation in this regard.



4. Find the **limits** to the assignment (practical and information limits)

...in relation to cross cultural communication.

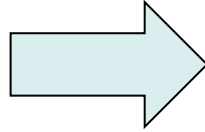
...in this regard.

Word limit?

Due date?

The assignment writing process

- **Understanding requirements**
- Planning
- Researching
- Reading and note-taking
- Organising
- Drafting
- Editing & proofreading



The assignment writing process is not linear, but involves back-looping (Marshall 1999)

Q & A



Useful resources

www.unisa.edu.au/studyhelp

Pdf resource:

[Understanding assignments and instruction words](#)




Table 1: Instruction words and their meanings (adapted from Marshall & Rowland 1993, Peters 1985)

Instructions	Meaning
analyse	examine something closely in terms of its parts and how they are related to each other
argue	present a case for and/or against something
assess	decide on the value of something
compare	discuss two or more things in terms of their similarities and differences
criticise	give a judgement and support it with evidence
define	make clear what is meant by something; or use a definition(s) to explore a concept
describe	present a detailed account of something
discuss	offer some interpretation or evaluation of something; present a judgment on the value of arguments for and against something
enumerate	give an item by item account of something
evaluate	form a judgment about the value of something
examine	inspect something in detail and investigate the implications
explain	make clear the details of something; show the reason for, or underlying cause of, or the means by which something occurs
illustrate	offer an example(s) to show how or that something happens; explain a concept by giving examples
interpret	make clear the meaning of something and its implications

Useful resources

Go to [Study Help](#) > Workshops & more help > [Understanding assignments](#)

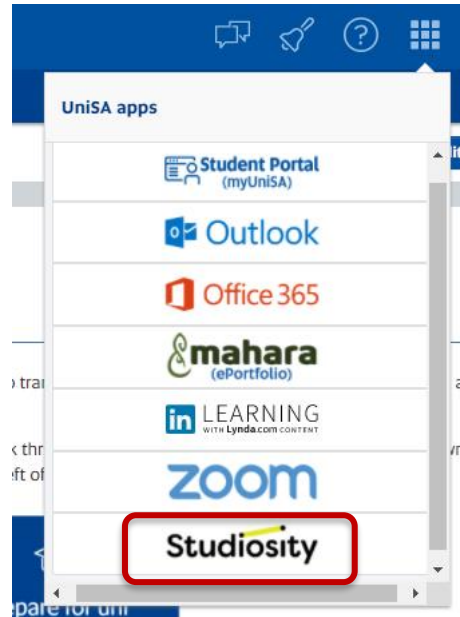


**Understanding
assignments**

- Access this PowerPoint presentation
- Learn more about understanding assignments
- Analyse your assignment task using an interactive resource

Online study support 24/7

Studiosity



Access via your course sites

Connect live

- Connect to an expert tutor online

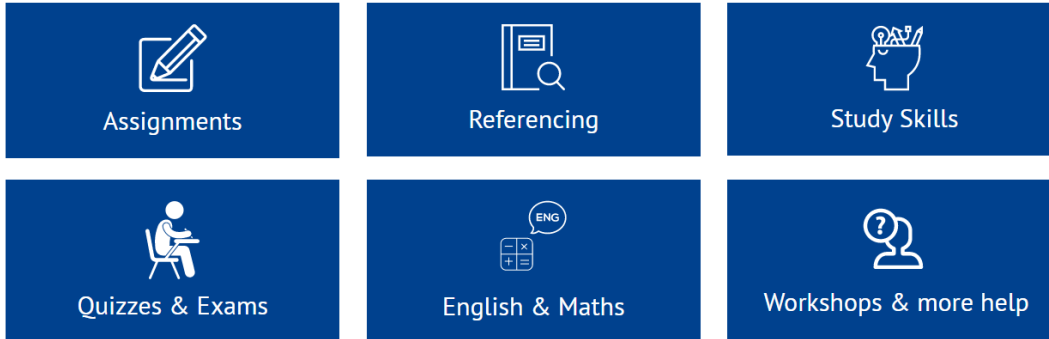
Writing feedback service

- Upload a writing draft & receive feedback within 24 hours
- Note: not a proofreading service

Learning support at UniSA

Learning Advisers provide resources and advice on areas such as:

- ✓ Understanding different assignment tasks
- ✓ Academic writing
- ✓ Referencing and academic integrity
- ✓ Adapting to university study



- ❑ Explore [Study Help](#) online resources
- ❑ Drop in and chat to Study Help PALS
- ❑ Talk to a Learning Adviser (in person, Zoom or phone) - [Book an appointment online](#) or contact [Campus Central](#)

References

Marshall, L 1999, *A learning companion* (3rd edn), Murdoch University, Perth.