Doing Assignments

**You will be asked to produce different types of assignments, for example:**

* Essays
* Reflections/journals
* Reports
* Critical reviews
* Annotated bibliography

**The structure, purpose and language for each of these assignments would be different.**



**What to consider?**

* Lecturer’s expectations
* Use of terminology
* Requirements of the task
* Any other instructions from the instructor/tutor

**How to get started?**

1. **Analyse** the task question

 - what do you need to address in your answer?

2. **Think** about your approach

 - what are some possible directions you could take?

3. **Search** for readings

 - identify readings which are relevant

4. **Critically read**, take notes & include source details

 - read effectively, engage with your readings and take notes (record sources)

5. **Identify** your proposition and narrow your scope

 - what is your stand and how would you present your argument?

6. **Plan** the structure

 - what will the content be, in what order, and with what support?

**Tip:**

**Always start early so that you are able to revise the first draft and have enough time to edit and proofread your work.**