



Editing your final draft for an assignment

Before you hand in any assignment carefully check that you have met the requirements of the task. It is important to do this with enough time to make any necessary changes. For details on task requirements, refer back to your Course Outline, Learnonline site, feedback forms or any other assessment information. In general, the following aspects need to be checked:

The assignment task or question

Have you addressed all aspects of the task or question? Refer back to the task instructions and assignment criteria to make sure you have approached the task correctly.

The formatting guidelines

Most lecturers outline how your assignment should look in the task instructions. This includes font size, font style, spacing and word limit. Look in your Course Outline for these. If you can't find these instructions, ask your tutor.

The assignment structure

Have you identified what type of assignment you have to do (e.g. essay, report, etc.) and structured your writing to suit this? Sometimes the structure of the assignment is explained in detail in the Course Outline or other task guidelines, in which case follow these carefully. For example if you are asked to use headings, then do so. For more information about different assignment types and what they look like, [visit the Assignments section of the L3 website](#) (*opens in a new window*).

Organisation of ideas

As a whole does your assignment read logically from beginning to end? Does this also apply within paragraphs? If you are unsure, read it aloud or ask someone else to read it to you so that you can hear what it sounds like. For more information about paragraph writing and linking words, [visit the Improving your Academic Skills section of the L3 website](#) (*opens in a new window*).

Expression and academic style

A well written, polished piece of writing will leave a positive impression on your marker. Check for:

- spelling errors (a spelling mistake might not be picked up by spellcheck and may even change the meaning of your sentence);
- punctuation errors (a lack or overuse of punctuation can make your sentences or ideas unclear);
- non-academic language (have you used formal, academic and discipline-specific language?);
- wordy sentences (a sentence with many words is not necessarily more academic. Aim for clear and concise sentences), and
- grammatical errors (this includes choice of vocabulary, tenses and sentence structure).

For more details on academic style and language use, [visit the Improving your Academic Skills](#) (*opens in a new window*) and [Developing your English sections of the L3 website](#) (*opens in a new window*).



Referencing

Ensure that you have followed the required referencing conventions for both in-text referencing and your reference list. Check the Course Outline for the referencing style you are required to use. For more details on referencing and paraphrasing, [visit the Referencing section of the L3 website](#) (*opens in a new window*).

Useful links *(all open in a new window)*

There may be resources that have been created with your lecturers, addressing assignment tasks and topics specific to your courses. Follow the links below to find out:

[Business](#)

[Education, Arts and
Social Sciences](#)

[Health Sciences](#)

[IT, Engineering and the
Environment](#)