IAP

Writing 1: Analysing tasks & introducing genres

Learning Advisers

UniSA
Today’s session

• Recognising the features of different assignment types
• Strategies for understanding assignment requirements
• Making a start on Assignment: Short Essay
Assignment Types

<table>
<thead>
<tr>
<th>Task Type</th>
<th>Essays</th>
<th>Reports</th>
<th>Reflections</th>
<th>Critical Review</th>
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</thead>
<tbody>
<tr>
<td>Structure</td>
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<tr>
<td>Purpose</td>
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<tr>
<td>Language</td>
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**In groups, discuss:**

What is the *structure, purpose* and *language style* for each of these assignment types?
# Assignment Types

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</table>
| **Structure** | • Introduction  
  • Body paragraphs  
  • Conclusion  
  • Reference list  
  • May use headings (Clarify with lecturers and/or tutors) | • Executive Summary / Abstract  
  • Intro, body, conclusion  
  • Recommendations  
  • Headings &/or subheadings  
  • Appendices  
  • Reference list | • Paragraphs  
  • May include an introduction, conclusion and/or headings (Clarify with lecturers and/or tutors) | • Introduction  
  • Summary  
  • Critique  
  • Conclusion  
  • Reference list  
  • May use headings (Clarify with lecturers and/or tutors) |
| **Purpose** | • To give an argument or opinion  
  • To provide support or evidence  
  • To persuade the reader | • To provide info  
  • To provide support or evidence  
  • To inform the reader | • To reflect on, analyse and evaluate learning experiences | • To summarise, analyse and evaluate academic article(s) |
| **Language** | • Formal  
  • Objective | • Formal  
  • Objective | • Is more personal  
  • May include academic language if sources used as support | • Formal  
  • Objective |
Assignment Types

Consider the following:

• Lecturer/tutor expectations may differ
• Use of terminology may differ
• Important to read all assignment guidelines carefully
• Take note of additional information given in lectures, tutorials, and online
• If unsure, seek tutor’s advice
Assignment Types

What do you need to look for in the task instructions to help you **understand** and **complete** a task **successfully**?

- Task words
- Key words (content words)
- Word count
- Due date
- References
- Feedback form
- Layout requirements
- Submission instructions

Now try to find these in your example assignment question
Common task words

Analyse  
Argue  
Assess  
Compare  
Contrast  
Criticise  
Defin  
Demonstrate  
Describe  
Discuss  
Evaluate  
Examine  
Explain  
Identify  
Illustrate  
Interpret  
Justify  
Outline  
Prove  
Review  
State  
Summarise  
Trace  
Warn
# Basic assessment criteria

## Key components of this assignment

<table>
<thead>
<tr>
<th>Task Achievement</th>
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<tbody>
<tr>
<td>• All parts of the task addressed</td>
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<tr>
<td>• Relevance of content to the task</td>
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## Argument

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<tr>
<td>• Clearly expressed ideas and well developed argument</td>
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<td>• Argument supported with referenced evidence</td>
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## Research

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<tr>
<td>• The review has been researched widely from a range of sources including text(s), set readings and academic articles/journals</td>
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## Language

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<tr>
<td>• Correct English expression, grammar, spelling and punctuation</td>
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<td>• Use of inclusive language</td>
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## Referencing

<p>| |</p>
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<tbody>
<tr>
<td>• Use of UniSA Harvard style</td>
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<tr>
<td>• Correct intext referencing</td>
</tr>
<tr>
<td>• Complete and accurate reference list</td>
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IAP Assignment: Short Essay

Analyse the task question

• Identify the task and content words (and other instructions)
• Clarify content words (e.g. synonyms, interpretations of meaning)
• Identify the possible parameters for answering the question

Think about your approach
Would you know the parameters of your answer now? What do you need to do next?

Start reading
Using the Efficient Reading Model, identify which of the academic readings could be relevant to the assignment question
Efficient Reading Model

- **Think about the topic**
  - What do you already know?
  - What information do you expect to find in the text?

- **Look at the organisation of the text**
  - Study the layout
  - Study the key parts of the text
  - Read the introduction and conclusion
  - Read the topic sentences

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Adapted from Howard 1997, p. 2.12
Suggested Readings


Chapter 14 - Writing Essays: general-specific texts, pp. 147–148.