



## Assignment

---

A written task assigned to students is called an assignment. It is necessary for students to turn in every assignment for every unit. Planning, reading, drafting, editing, proofreading, and submitting are the steps in the assignment writing process.

### Key Assignment Details

- Learning objectives & assessment: ensure your work meets all learning outcomes and assessment criteria.
- Due date: be aware of the submission deadline and any potential penalties for late submissions.
- Word limit (if applicable): check if there is a specific word count requirement.
- Structure & style: understand whether your work should be formatted as a report or essay.
- Grading criteria: know how your assignment will be evaluated.
- Referencing requirements: know the required referencing style, such as Harvard referencing.
- Formatting: ensure proper formatting, including font type, size, and cover sheet details.

### Examining the assignment

To understand the question, look for:

- Direction words: evaluate, discuss, explain.
- Content words: the task focus of your report or essay.
- Limiting words: the scope of the report or essay (if applicable).

### Organising the writing

Choose a start date based on the task's deadline. For each 4000-5000 word assignment, allow at least 4–8 weeks.

### Assignment writing phases

There are interconnected and overlapping phases in the writing process.

Step 1: Examine the question, brainstorm ways to delve deeper into the subject, and create a plan. Begin your reading with the assigned notes, the textbook, and online research. Examine multiple sources and take notes.

Step 2: As you decide on a response to the task and a revised plan, continue reading and taking notes. Make an outline and begin typing the introduction, conclusion, and answers to the questions. Cite your sources and incorporate ideas from your readings into your writing, using quotations and paraphrases.

Step 3: Continue reading, writing, and thinking to broaden and improve your draft assignment. As you write, discuss, contrast, and share your thoughts on the perspectives of various authors.

Step 4: Complete the reference list, proofread the entire assignment, and email the draft for a preliminary assessment. After receiving feedback from a tutor or assessor, make the necessary changes based on their comments and submit the completed work to Moodle by the deadline, along with any other required documents. Keep a copy of the assignment for your records.