



SEVERN  
BUSINESS  
COLLEGE

## Assignment

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An **assignment** is a written work given to students. Students are required to submit each assignment for each subject. The assignment writing process includes planning, reading and making notes, constructing an outline, drafting and editing.

The assignment requirements include:

- Learning outcomes and assessment criteria - answer all
- Due date for submission – penalties can apply
- Word limit – the length for the assignment (if applicable)
- Structure and style - whether a report or essay
- Grading criteria – how the assignment will be graded
- Referencing requirements – referencing style (harvard referencing)
- Presentation - format, font, point size, cover sheet.

### Analysing the task

To understand the question, look for:

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

### Planning the writing

Firstly, from the due date for your task, plan a starting date. Allow at least 6 weeks for a 4000-5000 word each assignment. The writing process has stages that are interconnected and overlap.

### Stages in assignment writing

**Stage 1:** Analyse the question, brainstorm to explore the topic and make a draft plan. For reading, begin with the textbook and set readings. Read and make notes from several sources.

**Stage 2:** Continue reading and note making as you decide a response to the task and a revised plan. Construct an outline and begin typing introduction, body paragraphs and conclusion. Cite your sources and include ideas from your reading as quotations and paraphrases as you write.

**Stage 3:** Expand and refine this first draft by further thinking, reading and writing. As you write, discuss and compare the views of different writers and comment on what they have to say. Review your drafts for relevance to the task, structure and organisation of ideas. Edit your writing for spelling, punctuation and grammar.

**Stage 4:** Complete your reference list, proofread the whole assignment, attach the cover sheet and email for initial review. After the feedback from tutor, make changes according to tutor feedback, and finally submit by the due date on moodle with other required documents. Keep a copy of the assignment for your records.