





ASSIGNMENT WRITING

- The assignments you will undertake in college/university will require you to write in a well structured way.
- Nearly all forms of writing require the structure of beginning (introduction), middle (main body), and end (conclusion).
- Use this guide to learn how to structure your writing so that it makes sense in the most effective way.







Get the assignment topic questions.

Analyze the questions

 Make research through internets, books or lecturers.

Write up your assignment



ANALYZE THE QUESTION

Break the question down.



 Underline and note keywords. Look in a dictionary if need be.

 Possibly rewrite the title in your own words to aid understanding.



 If in any doubt of the meaning of words – ask!



GATHER MATERIAL

Investigate all likely sources, books, articles.



• Use best keywords for your internet search.







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ASSIGNMENT STRUCTURE

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INTRODUCTION

MAIN BODY

4.

CONCLUSION

BIBLIOGRAPHY







1. INTRODUCTION (1 Page)

- Say what the <u>essay</u> is about explain the question and outline the scope (what the essay will cover)
 - Define any key terms.
 - A good introduction will give the reader a clear indication of what the piece will contain (i.e. what will follow in the main body and conclusion).
 - Written well, the introduction will make the reader want to read on.





Introduction

- Be sure to point out the main areas that will follow in the main body of the assignment.
 For example, in the last paragraph of your introduction state:
 - In this assignment, I will discuss five factors.....
 - This assignment is structured as follows.....
 - There are six factors on how to be a good leader discusses in this assignment which are.....





2. BODY OF THE ASSIGNMENT (7 Pages)

- The body of an assignment normally consists of sections which are organized as sub heading. When you change topic/section start a new sub-heading too.
- Make sure you include adequate points/factors/concepts depends on topic given. (Example 5 points)
- Avoid a 'cut and paste' essay. Always include your own evaluation and explanation. Also provide more examples to show your in depth understanding about the topic.
- Make sure your contents are written in a good paragraph structure, smooth sentences structure and has flow. Also careful with your grammar.





3. CONCLUSION (1 Page)

- Summarize your main points.
- Give your own comment.
- Use your conclusion to check your answer to the question. A conclusion can be a good way to check your assignment. If you have summarized your main points, and these come together to fully address the question, then you should have a good assignment!



4. REFERENCE/BIBLIOGRAPHY (1 Page)

Your references maybe from books or internet.

If **from book,** you should mention Author, Title, Publisher, Year

Example: Bell, Stewart, "Aviation Weather", New York, Wiley, 2005.

If **from internet**, make sure you write full address link with the Title,

Example: "Essay Writing: The Basics",

http://www.contentwritings.com/services/essay-writing











PLAGIARISM

 To avoid plagiarism, you must give credit whenever you use the information you get from the internet.

- It has been found that "people tend to make inferences about the speaker based on his or her accent" (Bloggs 1998).
- As Smith (2000) has argued, we should not discriminate based on accent.





TIPS ON FORMAT

- Numbering the pages and make sure according to your TOC.
- Numbering and bold the Heading/Sub Heading
- Use Justify tool to align the whole body text
- Bold and Italic any important/special word and terminology
- Use Table when necessary (Example: To make a comparison)
- No point/bullet format (All in Essay Form)
- Caption/naming the figure
- **Explain the figure** in text (Example: Figure 1 shows the aircraft de-icing process)
- Make use font types and size consistent (same)



YOUR ASSIGNMENTS MUST

- Not more than 10 pages
- 1 ½ line spacing
- Have Table of content& Bibliography (Full address link)
- Be handed before due date.
- **Any Delay: 1 mark off per day.
- Include the AMC format pages in front.
- Plagiarised (Copy) will be awarded 0 marks.
- Note: your maximum assignment score is 15 marks.

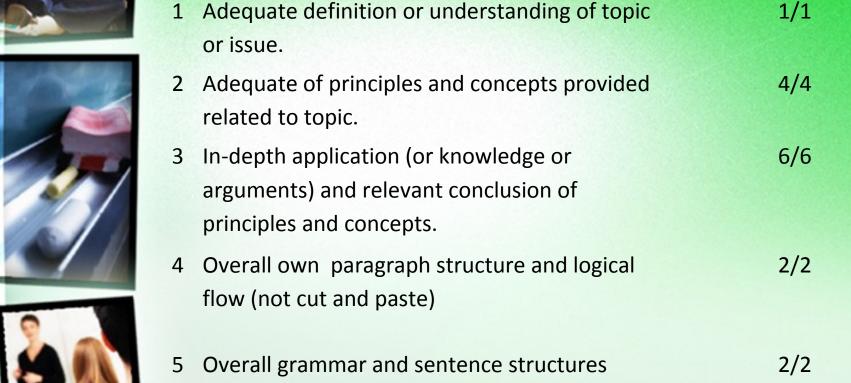






ASSIGNMENT MARKING SCHEME

Max Scores



Item



Contact US for Your Academic Writing Needs

Mailing Address : Third Floor 207 Regent Street London W1B 3HH

Telephone : +442032398763

E-mail : info@contentwritings.com

GTalk ID : contentwritings12

Skype ID : contentwritings

Twitter : Contentwriting3

Website : www.contentwritings.com



