



HOW TO WRITE YOUR



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.





1.

- **Get the assignment topic questions.**

2.

- **Analyze the questions**

3

- **Make research through internets, books or lecturers.**

4

- **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.
- Use **GOOGLE**





TABLE OF CONTENTS



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ASSIGNMENT STRUCTURE

1.

• **TABLE OF CONTENTS**

2.

• **INTRODUCTION**

3.

• **MAIN BODY**

4.

• **CONCLUSION**

5.

• **BIBLIOGRAPHY**



1. INTRODUCTION (1 Page)

- Say what the essay 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

Item	Max Scores
1 Adequate definition or understanding of topic or issue.	1/1
2 Adequate of principles and concepts provided related to topic.	4/4
3 In-depth application (or knowledge or arguments) and relevant conclusion of principles and concepts.	6/6
4 Overall own paragraph structure and logical flow (not cut and paste)	2/2
5 Overall grammar and sentence structures	2/2

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

