Assignment Planning – Guidelines

Stage #1 – Collecting Information

In Stage 1, use the collecting information sheet to list the sources and information you find for your assignment. Use the chart as follows:

<table>
<thead>
<tr>
<th>Theme/Subtheme</th>
<th>Paraphrase/Quote</th>
<th>Full Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label each paraphrase or quote with a theme or subtheme relevant to your assignment</td>
<td>Write down a paraphrase or an exact quote from the source that relates to your research; Make sure you label whether it is an exact quote or a paraphrase</td>
<td>Write out the full reference for the source following the format shown in the NCI Library Referencing Guide</td>
</tr>
</tbody>
</table>

Stage #2 – Organising Your Research

In Stage 2, use the organising your research sheet to help you organise and combine the sources you found in Stage 1 into separate sections that relate to different themes in your assignment:

<table>
<thead>
<tr>
<th>Theme/Subtheme</th>
<th>Paraphrases/Quotes with in-text referencing</th>
<th>Significance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write out a theme or subtheme that you identified in Stage 1</td>
<td>Gather together any paraphrases/quotes that relate to the same theme/subtheme identified in Stage 1; Include the correct in-text referencing format for each paraphrase/quote as indicated in the NCI Library Referencing Guide</td>
<td>In each theme/subtheme section, explain the significance of what the sources have said in the context of what you have been asked to discuss – this is your critical analysis</td>
</tr>
</tbody>
</table>

Stage #3 – Assignment Framework

In Stage 3, take the information gathered in Stage 2, and organise it into the assignment framework chart to finalise your structure:

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Main Body</th>
<th>Conclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce the topic or issue that will be discussed; Provide an overview of the structure and layout of the assignment, briefly outlining the key points you will be making in the rest of the assignment</td>
<td>Organise the main body into themes or subthemes from Stage 2 and in a logical order; Provide a list of the supporting sources from Stage 2 for each theme or subtheme; Use this section to help write the main body in full (see Stage 4 checklist for more information)</td>
<td>Provide an overview of the main points and link back to the introduction; Provide a concluding statement to answer the assignment question(s)</td>
</tr>
</tbody>
</table>

Stage #4 – Assignment Checklist

Go through the Assignment Checklist to check that you have included everything that is required for each section.

*Note: Depending on the assignment, some of the information included on these pages may not be relevant. Always double check with your assignment outline or your lecturer if you are unsure about something.
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(You may need to fill out a few copies of this page)

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<tr>
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**Full Reference**

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**Full Reference**

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### Stage #4 – Assignment Checklist

<table>
<thead>
<tr>
<th><strong>Introduction</strong></th>
<th>Have you outlined the topic or issue you will discussing?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Have you given the structure and layout of the assignment, detailing the key points that will be discussed in each section?</td>
</tr>
<tr>
<td></td>
<td>Have you outlined your answer to the question(s) being explored and given an overview of your findings?</td>
</tr>
<tr>
<td><strong>Main Body</strong></td>
<td>Have you separated the main body into distinct sections, dividing the content by the key themes of your topic?</td>
</tr>
<tr>
<td></td>
<td>Have you used the assignment planning templates to help you structure your assignment?</td>
</tr>
<tr>
<td></td>
<td>Have you used headings to divide the content of the main body into different sections?</td>
</tr>
<tr>
<td></td>
<td>Have you introduced each section by outlining the key point(s) discussed?</td>
</tr>
<tr>
<td></td>
<td>Have you concluded each section by outlining the key point(s) discussed and linking to the next section?</td>
</tr>
<tr>
<td></td>
<td>Have you provided more than one source in each section to support your argument?</td>
</tr>
<tr>
<td></td>
<td>Have you critically compared and contrasted your sources rather than just summarising or describing what they said?</td>
</tr>
<tr>
<td></td>
<td>Have you stayed relevant to what you were asked to write about in each section?</td>
</tr>
<tr>
<td></td>
<td>Is the sequence of your sections and paragraphs logical?</td>
</tr>
<tr>
<td></td>
<td>Have you used up to date sources to discuss your topic?</td>
</tr>
<tr>
<td></td>
<td>If required (i.e. postgraduate courses), have you used mostly journal based material?</td>
</tr>
<tr>
<td></td>
<td>Have you discussed any counter-arguments to your key findings?</td>
</tr>
<tr>
<td></td>
<td>Is your in-text referencing clear enough to distinguish the views of the sources from your own point of view?</td>
</tr>
<tr>
<td></td>
<td>Have you referenced all content that has been taken from other sources?</td>
</tr>
<tr>
<td></td>
<td>Have you sufficiently paraphrased the wording taken from the sources and still referenced the sources?</td>
</tr>
<tr>
<td><strong>Conclusion</strong></td>
<td>Have you linked back to the introduction, repeating your main findings?</td>
</tr>
<tr>
<td></td>
<td>Have you answered the assignment question(s)?</td>
</tr>
<tr>
<td></td>
<td>Have you finished your assignment with a strong concluding sentence?</td>
</tr>
<tr>
<td><strong>Proofreading</strong></td>
<td>Have you covered all of the requirements in the assignment brief?</td>
</tr>
<tr>
<td></td>
<td>Have you checked your spelling, punctuation and grammar?</td>
</tr>
<tr>
<td></td>
<td>Have you checked the formatting of your referencing, making sure you’ve consistently followed the required referencing style?</td>
</tr>
<tr>
<td></td>
<td>Are all the references mentioned within your assignment featured in your list of references at the end of the assignment?</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>Are your sections the appropriate length in relation to the grading given to each section?</td>
</tr>
<tr>
<td></td>
<td>Have you listed any sources in your list of references that you have not directly read? You should only credit sources here that you have directly consulted</td>
</tr>
</tbody>
</table>

*Note: Depending on the assignment, some of the information included on these pages may not be relevant. Always double check with your assignment outline or your lecturer if you are unsure about something.*