

A step-by-step guide to planning your assignments and putting them together



**Southern Cross
University**

Academic Skills Quick Guide

Your assignment step-by-step

Planning your assignment

When you are studying at university you are expected to be an independent learner. Nobody is going to tell you when to study or when you should sit down and start working on your assignments. You are given information about what you have to do and when it is due. The rest is up to you.

The information in this guide is intended to help you at least have at your fingertips **what** you have to do and **when**. This information then helps you map out a **plan** for what you have to do over a whole session.

This guide also takes you step-by-step through the process of planning, writing and reviewing an assignment.

Thinking ahead and managing your time

Planning for the assignments you have to do in a session should start on the first day you have access to the Unit Information Guide for a unit, which has all the important information you need for your unit. Most students look immediately for information about what assignments they have to do. Don't just **look** at what assignments you have to do, use the Session Planner at the end of this guide so that you have a chart of what assignment is due when for each unit you are studying, which will help you organise your time. Remember that often you will have several big assignments due at around the same time so you need to plan carefully for when to start each one. You will get better at this once you have done a few assignments. Until you get used to doing assignments, be realistic. Don't think that you can research and write a 2000 word essay in one day and do a decent job. If you think it will take you a week to do a good job of researching and writing a 2000 word essay, double that time and you will be getting close.

Make sure you keep up with the weekly readings for the topics in each unit as this will save you time later because you will already have a good store of background knowledge. This will help you refine your research and organise your ideas.

Start working straight away! Don't put things off!

Writing your assignment

When you are ready to start working on an assignment follow these steps:

Step 1: Read, analyse and brainstorm the assignment task.

You need to read the assignment question very carefully. Then analyse the assignment task (see [Analysing assignment tasks Quick Guide](#)). Work out what the task requires and then brainstorm the topic for some **key** ideas to develop in your answer. These ideas will help you with the next step: your research on the topic.

Step 2: Research, read and take notes.

Start finding information, reading and thinking about the assignment. Start with the textbook, the assigned readings and the lecture/tutorial material, which might help you to answer the assignment task. Use sources that give you good background information (like your textbook) and then move to more specific sources (like journal articles) as you refine your research. (see [Taking Notes Quick Guide](#))

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ECAI 2023 Kobi Gal, Ann Nowé, Grzegorz J. Nalepa, Roy Fairstein, Roxana Radulescu, 2023-10-15 Artificial intelligence or AI now affects the day to day life of almost everyone on the planet and continues to be a perennial hot topic in the news This book presents the proceedings of ECAI 2023 the 26th European Conference on Artificial Intelligence and of PAIS 2023 the 12th Conference on Prestigious Applications of Intelligent Systems held from 30 September to 4 October 2023 and on 3 October 2023 respectively in Krak w Poland Since 1974 ECAI has been the premier venue for presenting AI research in Europe and this annual conference has become the place for researchers and practitioners of AI to discuss the latest trends and challenges in all subfields of AI and to demonstrate innovative applications and uses of advanced AI technology ECAI 2023 received 1896 submissions a record number of which 1691 were retained for review ultimately resulting in an acceptance rate of 23% The 390 papers included here cover topics including machine learning natural language processing multi agent systems and vision and knowledge representation and reasoning PAIS 2023 received 17 submissions of which 10 were accepted after a rigorous review process Those 10 papers cover topics ranging from fostering better working environments behavior modeling and citizen science to large language models and neuro symbolic applications and are also included here Presenting a comprehensive overview of current research and developments in AI the book will be of interest to all those working in the field

The Ultimate Case Guide Martin Kupp, Urs Mueller, 2024-11-19 Unlock the secrets to mastering the teaching and writing of case studies with The Ultimate Case Guide This essential resource offers faculty educators and trainers in all management disciplines a comprehensive exploration into the effective use of the case method Learn about the history philosophy and pedagogical benefits of case based education Explore how to use case studies to teach individual sessions or entire courses And discover how to craft compelling case studies that enhance learning outcomes and engage students in meaningful ways The book begins with a thorough examination of the origins and evolution of the case method providing readers with context for its continued relevance in contemporary education From there The Ultimate Case Guide details practical strategies for conducting dynamic classroom sessions where theory is not merely taught but experienced and challenged Readers will learn how to facilitate discussions that promote critical thinking problem solving and decision making mirroring the complex challenges faced in the real world Furthermore this guide breaks down the art of writing effective case studies It covers every step from choosing the right topic conducting research to storytelling techniques that captivate and educate This chapter also describes how to create teaching notes that serve as roadmaps for delivering impactful lessons for yourself and other educators Whether you are a seasoned professor at a business school a corporate trainer aiming to enhance your training sessions or a newcomer to the field of educational case studies this book provides all the tools necessary to transform classroom theory into dynamic practical learning experiences The book emphasizes the importance of adapting teaching methods to fit your individual learning environment and student needs

ensuring that each case study not only educates but also inspires Ideal for those committed to excellence in teaching The Ultimate Case Guide will help you elevate your educational approach making your teaching sessions more interactive engaging and effective With this guide prepare to bring the complexities of real world decision making into the classroom fostering an enriching learning environment that prepares students for the challenges of the business world Celebrate Recovery Leader's Guide, Updated Edition John Baker,2021-06-08 There is a way the church can help the wounded move beyond their hurts habits and hang ups to experience the forgiveness of Christ Celebrate Recovery helps the church fulfill its role as Christ s healing agent You don t have to lead alone To lead people forward in spiritual physical and emotional restoration is to walk in the footsteps of Christ And that s why the Celebrate Recovery Leader s Guide is so important With everything you need to encourage lasting life change the leader s guide is the best way to facilitate Celebrate Recovery in your church and help people look forward to a whole new future The Celebrate Recovery Leader s Guide includes Fresh testimonies A 90 day start up strategy A clear easy to follow format Step by step instructions for each meeting Guide for conducting leader training Teaching notes for the 25 lessons of The Journey Begins Participant Guides 1 4 Overview of the 25 lessons of The Journey Continues Participant Guides 5 8 Along with a willing heart this leader s guide is invaluable for leading men and women forward in complete restoration and transformation through Christ *Region II Guide to Public Participation in Wastewater Facilities Planning, Design and Construction* ,1980 Advances in Technology-Assisted Rehabilitation Andreas Kannenberg,Shane Wurdeman,Ruediger Rupp ,Laurent Frossard,2024-08-20 According to a 2005 report of the World Health Organization WHO an estimated 1 3 billion people worldwide 16% of the global population experienced significant disability This number has only been increasing due to population ageing and an increase in the prevalence of non communicable diseases Rehabilitation addresses the impact of a health condition on a person s everyday life by optimizing their function and reducing the experience of disability Rehabilitation ensures people with a health condition can remain as independent as possible and participate in education work and meaningful life roles Global demographic and health trends such as population ageing medical staffing shortages rising prevalence of non communicable diseases as well as continued consequences of conflict injury and developmental conditions are placing increasing demands on the health care systems The need for quality rehabilitation is rapidly growing yet in many parts of the world this need is largely unmet **Historical Outlook** ,1926 **Resources in Education** ,1981 *The Social Studies* ,1925 *TASKs for Democracy* Josef Huber (Educator),Pascale Mompoin-Gaillard,Ildikó Lázár,2015 This publication contains a rationale for the necessity to focus on competences for democracy in all areas of education an explanation of what transversal attitudes skills and knowledge mean and why they are important for and should be taken on board by all education professionals A list of components forms the heart of the publication describing the core attitudes skills and knowledge which need to be developed by every individual in order to be able to live in and to contribute to the development and maintenance of democratic

societies in their full diversity The collection of learning and re learning activities will help practitioners to promote the development of these components in their day to day educational practice

Multidisciplinary Approaches to Understanding Early Development of Spatial Skills: Advances in Linguistic, Behavioral, and Neuroimaging studies Hui Li,Jin Sun,Xiao Zhang,2021-06-04 *ICSE* ,2003 **Hospital Trustee Development Program** American Hospital Association,1979 Piano Technician's Journal ,1996 **Managing the Implementation of Development Projects** World Bank,2006 This 12 module CD ROM library of print based learning materials is designed for classroom training of developing country project managers responsible for overseeing the implementation of development and other projects Each module includes performance based instructional objectives module and session outlines with a timetable of activities scripted lectures with corresponding visuals case studies exercises and solution sets with teaching notes self assessment questions and answers and selected readings The resource kit provides enough information and practice to instill a solid understanding of the principles of project implementation and an awareness of good practices **DttP** ,1994 Digest of Papers ,1997 **Empirical Research at a Distance: New Methods for Developmental Science** Dima Amso,Rhodri Cusack,Lisa Oakes,Sho Tsuji,Natasha Kirkham,2022-06-15 Research Quarterly for Exercise and Sport ,2004 **Journal of the American Dietetic Association** ,2001 *Multidisciplinary Approach in Research Area (Volume-12)* Chief Editor- Biplab Auddya, Editor- Dr.Ranjeet Singh, Dr. Archana Tripathi, Dr.Lata Sharma, Dr.S.Tamilselvi, Dr.Sarika.G, V.Geetha,2024-05-20

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