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| 1. Understand the topic

Ask yourself: 1. **What are the task words? Do I need explain, compare, discuss, critically evaluate/examine?**

For example, discuss means to consider and offer an interpretation of something, whilst examine refer to inspecting something in detail i.e significance, implications, benefits etc. 1. **What are content words?** These are the words that will research about.
2. **What are the** **limiting words**? These keep you focused on a particular area, preventing wasting time researching everything about the topic.

*Example: Effective management of anxiety in dental practice is essential to providing successful dental care.* ***Discuss*** *the role of* ***dental nurse in managing anxiety*** *in* ***young*** *patients*. \**young* can be both limiting and content word.1. What is the assignment genre – critical, reflective?
2. **Do I understand all terms in the assignment stem**? If not look them up.
 | **Resources**: [Understanding the assignment question](https://libguides.jcu.edu.au/writing/writing1#s-lg-box-21039742)**Top Tip:** * Break down the assignment question to find out what you have to do.
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| 1. Brainstorming and mind mapping
* Have a put down on a paper what I know about the topic?
1. Researching the topic
* Start with general textbooks => specialised resources like reputable websites or guidelines => research articles
* How do I analyse this information? One way is using tools like Cornell method to ask yourself:

What are main points discussed? What is the supporting evidence?What is the purpose/take home message, other options, relation to other readings?1. Plan before writing
* Which information goes into introduction?
* Which evidence goes into which paragraph?
* What referencing style do I need to use?
* What is my word count?
* Set some mile stone deadlines to help you keep on track
 | **Resources**: [What is mind mapping?](https://studentservices.op.ac.nz/assets/Uploads/Mind-maps-2018.pdf)**Top Tip:** * Use tools like Cornell method to help you analyse information

Cornell method of [Critical note-taking method](https://libguides.jcu.edu.au/ld.php?content_id=47247387)Referencing: [Cite them right online](https://www.citethemrightonline.com/referencing-styles) **Top Tip:** * Use reference managers to stay organised
* [Reference managers](https://libguides.bodleian.ox.ac.uk/reference-management/comparison-tables)
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| 1. Introduction (10-15%)
* Provide background information
* Consider its significance and implications (relevance to your assignment or world, provide statistics if appropriate)
* Introduce points to be discussed
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| 1. Body (70-80%)
* Each paragraph has a single idea
* Is there logical order and flow from previous to the next paragraph

Use **PEEL format** to structure information in each paragraph:*Example:***Paragraph 1:** * **Point** – a clear sentence that highlights the paragraph’s main idea.
* **Evidence** – support this with evidence like examples such a facts, statistics or findings from your own research
* **Explanation** – analyse how your research support the message intended. Be critical and don’t simply describe findings. Why is important? Any implications? Any alternative options or views?
* **Link** – connect to next paragraph or essays main topic.

You should aim for 3 to 5 paragraphs, where each discuss a different view of topic. **Diagrams**If you need to include diagrams to support your experimental data make sure that: * They are **Large**. Small diagrams will be difficult to read and interpret
* **Drawn** in pencil
* Have **title** and **label**
* Are **referenced** in your text as “Table 1 shows/highlights/reveals…”)
 | **Resources**: [PEEL paragraphs](https://www.ncchomelearning.co.uk/blog/ultimate-guide-to-peel-paragraphs/)**Top Tips:** 1. Use a clear assignment writing structure: stick to introduction, body and conclusion
2. Clear simple language
3. Use connecting words to link ideas i.e however, although etc.
4. Support with evidence from reputable research
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| 1. Conclusion
* Have a summary of findings
* Avoid bringing new information into conclusion
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| 1. Editing and proofreading
* Ensure that your work is complete and ease to read i.e flowing and free of grammatical errors
* Can use Read aloud on word document app or specifically designed apps like Grammarly
 |
| 1. References
* Ensure that you reference the information included to avoid plagiarism
* Follow the reference format given
 |
| 10. Final Checklist before Submission  |
| Stop outline | Have I answered the question?  |
| Stop outline | Are my main points clearly presented and linked? |
| Stop outline | Have I provided evidence for my arguments? |
| Stop outline | Are my diagrams labelled and titled? |
| Stop outline | Have I referenced correctly? |
| Stop outline | Have I proofread for grammar and clarity? |