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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. |
| 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) |
| 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 | | |
| 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 |
| 1. Conclusion  * Have a summary of findings * Avoid bringing new information into conclusion | | |
| 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? | |