

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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