

How to pass referral assignments

What did your lecturer say?

Use the feedback on your first submission. So, look for information about why you failed and focus on this. If the feedback is more general, look for repeated comments. For example, have you missed a lot of references, or have you not used enough evidence? The following pages will give you some tips on getting this assignment done and passed.

Answering the question - fulfilling the brief

Try to break the question down.

This means identifying the instructional word (eg. discuss, analyse) because this tells you what you need to do with the information. Try writing the question in your own words or explaining it to someone. This helps you work out what you need to do and also shows you the terms and words you do not understand.

If there is something you don't understand look it up - you cannot research and write about things you are unsure of!

Research

Trust your lecturer, not Google.

The first step is to review relevant lecture/seminar material on Canvas - this will refer to key information, ideas, and theories you need. Your lecturers don't expect you to know a load of stuff they haven't taught you.

Then you start your reading.

Reading lists

The information on Canvas should help you identify who the key writers are and maybe even specific reading you could do. You will also find your reading list there. Use these recommendations not random resources from the internet.

When you are reading, keep thinking...

How is this relevant?

How can I use this?

Remember you need to make notes as you go along. Do not try to read and write at the same time.

Use the link to the note-making template below to help.

Planning and writing

Spend longer writing your plan than the assignment. This is where the work is.

Ask yourself:

What are you going to include?

What main points or information have you found?

What do the different writers say about the topic?

What do you think?

What do you need to show your lecturer you know and understand?

Use the essay or report templates below to help you with this stage.

When you are ready to write

Use an academic style and tone. This means not using I, not using short forms e.g. can't instead of cannot. Use specific language from your subject. Use linking words to show the connections between ideas- however, similarly, etc.

There are some examples on the templates to help you with this further.

Use the Editor feature on Office 365 to check your work is as clear as possible - see the video below.

Ask for help

Contact your lecturer, module leader or personal tutor.

Come along to the Academic Achievement Team's drop-ins.

Make an appointment with one of the Academic Achievement Tutors.

Use the Feedforward Service.