

Study Skills Induction for New Learners

2. WRITING FOR ASSIGNMENTS AND INTRODUCTION TO REFERENCING

Please note, these workshops are interactive!

Please turn on your camera when the session starts. Message the lecturer if you are unable to unmute your microphone during the session.

- If you are having difficulties seeing the screen or hearing, sign out and back in again.
- Please mute your microphone when joining the session.
- You can unmute yourself when necessary

Session will start at:

XXXX

QA The Plan for Today – Aims and Objectives

Learning how
to structure
assignments

Exploring the
basics of
academic style

Locating the
Harvard
Referencing
Guide on Canvas

By the end of the lesson you will be able to:

Write assignments according to academic conventions and locate referencing guidance.

Task

What do you see as the biggest challenge?

- A) Writing 2,500 – 3,000 words
- B) Splitting an assignment into 2 or 3 shorter tasks
- C) Planning/writing an academic report
- D) Planning/writing an analysis of a current workplace project or practice
- E) Undertaking reflective writing

QA Writing assignments

Task

Match the section to the correct description

Section	Description
1) Introduction	<i>A) Builds arguments answering the question in the assignment brief. Paragraphs should provide supporting evidence (citations) to argument/idea, expand/ analyse your main point, and analyse the evidence.</i>
2) Main Body	<i>B) Highlights the key points and main arguments you have covered in the main body and indicates the ramifications of your research.</i>
3) Conclusion	<i>C) 'Sets the scene' and provides context for the reader- provides brief relevant background of the topic. Outlines why this topic is important.</i>

Which of these sections would you start writing first and why?

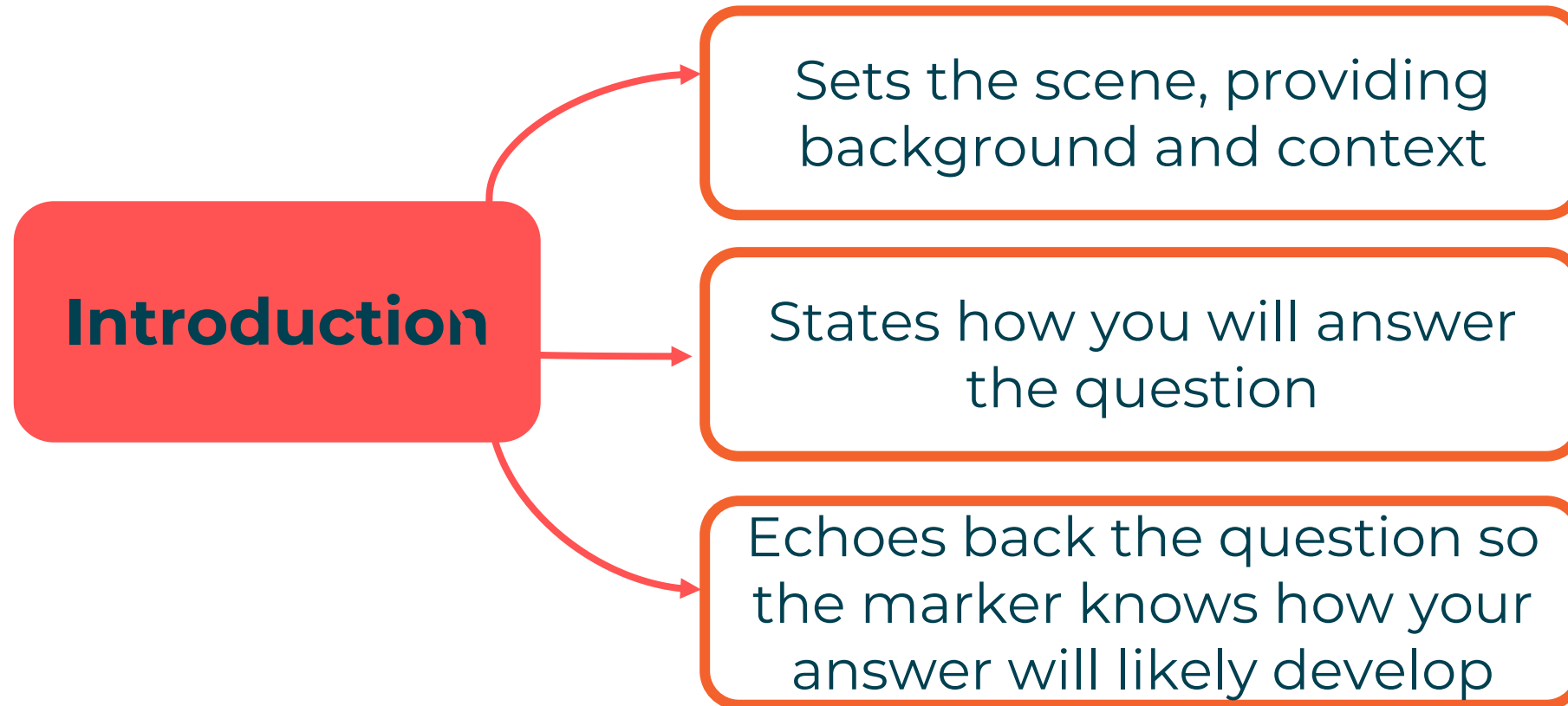
QA Writing assignments

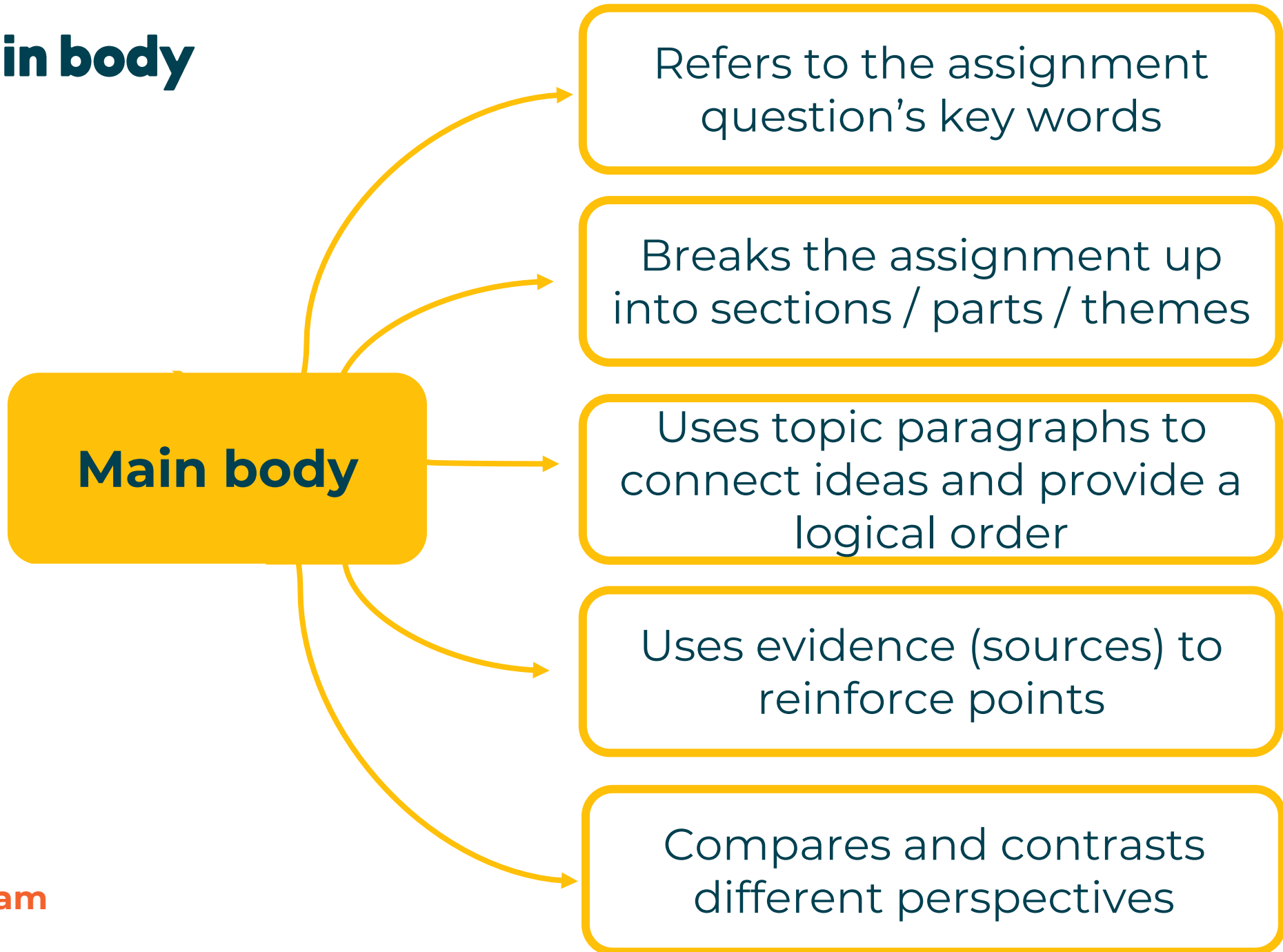
Answers

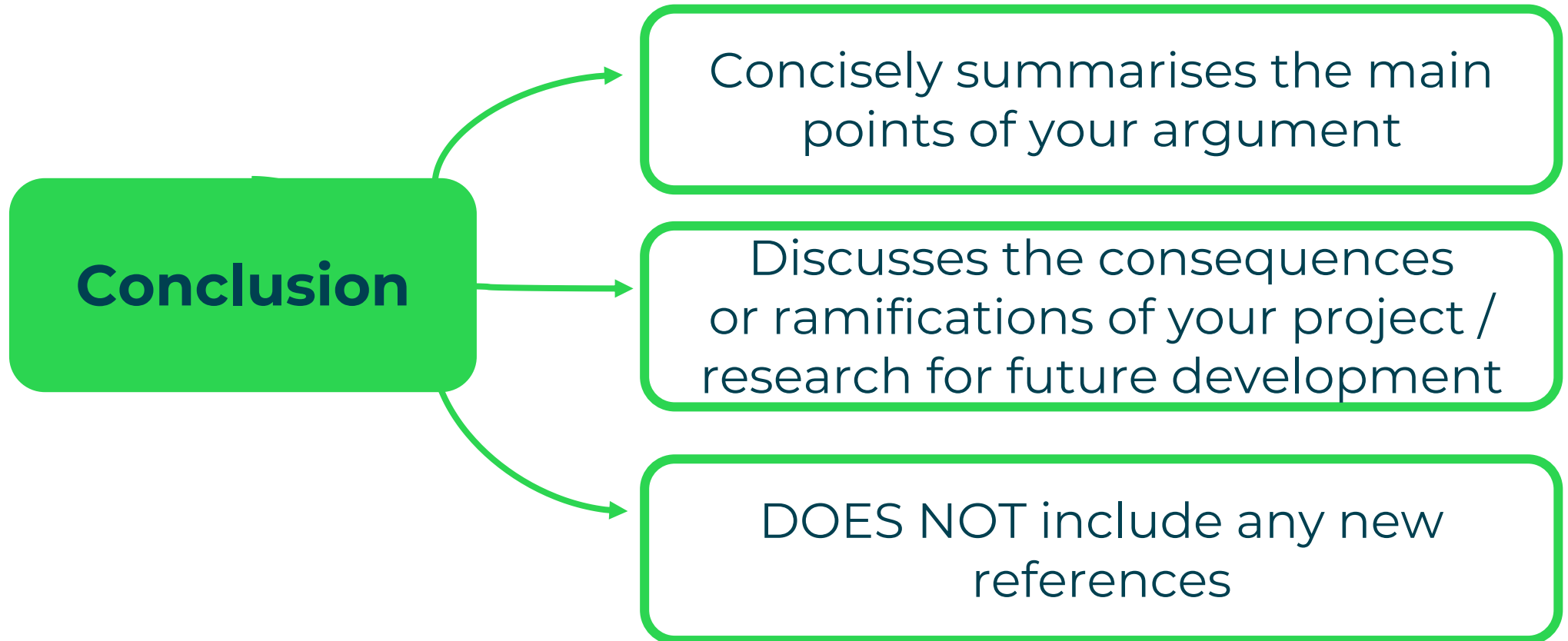
Section	Description
1) Introduction	C) <i>'Sets the scene' and provides context for the reader-provides brief relevant background of the topic. Outlines why this topic is important.</i>
2) Main body	A) <i>Builds arguments answering the question in the assignment brief. Paragraphs should provide supporting evidence (citations) to argument/idea, expand/ analyse your main point, and analyse the evidence.</i>
3) Conclusion	B) <i>Highlights the key points and main arguments you have covered in the main body, and indicates the ramifications of your research.</i>

Which of these sections would you start writing first and why?

Introduction
Main body
Conclusion









Assignment Structure

Tips for assignment structure

- Read the whole of your assignment brief and return to it frequently (especially the task description!)
- Ask your lecturer if anything is unclear
- Attend any class sessions on 'Deconstructing the brief'
- Assume theory / models / frameworks should be included throughout unless told otherwise



Paragraphs

Task

**What is wrong with this paragraph?
Think about how might you improve it.**

Leadership style is generally related to personality as well as to culture. Some individuals, groups and organisations favour a more collaborative or a more 'top-down' approach.



Paragraphs

How would improve this paragraph?

Leadership style is generally related to personality as well as to culture. Some individuals, groups and organisations favour a more collaborative or a more 'top-down' approach.

Answers

- > Short and undeveloped.
- > Lacks evidence to support statements.
- > Lacks a comment or application.
- > It is unclear what the reader should expect in the next paragraph.

QA Top tips for paragraphs

Check that each paragraph:

- Has a clear main point/ main points.
- Is long enough to support and develop main point(s).
- Includes comment or evaluation, where relevant.
- Follows the previous paragraph and leads logically to the next paragraph.



Paragraph Structure

QA Example of an academic paragraph

The ACE Team

Assignment essay tasks are set to assist students to develop mastery of their study subject. Firstly, assignment tasks enhance understandings about subject matter. Yang and Baker (2005, p. 1) reason that “to master your learning materials and extend your understandings, you need to write about the meanings you gain from your research”. Secondly, research (Jinx, 2004; Zapper, 2006) demonstrates that students learn the writing conventions of a subject area while they are researching, reading and writing in their discipline. This activity helps them to “crack the code” of the discipline (Bloggs, 2003, p. 44). Thus, students are learning subject matter and how to write in that disciplinary area by researching and writing assignment essays.

Task

Identify the topic sentence, evidence, and concluding sentence

(Adapted from University of New England, no date)



Topic

Evidence

Assignment essay tasks are set to assist students to develop mastery of their study subject. Firstly, assignment tasks enhance understandings about subject matter. **Yang and Baker (2005, p. 1)** reason that “to master your learning materials and extend your understandings, you need to write about the meanings you gain from your research”. Secondly, research **(Jinx, 2004; Zapper, 2006)** demonstrates that students learn the writing conventions of a subject area while they are researching, reading and writing in their discipline. This activity helps them to “crack the code” of the discipline **(Bloggs, 2003, p. 44)**. **Thus, students are learning subject matter and how to write in that disciplinary area by researching and writing assignment essays.**

Concluding



Task

Example of an academic paragraph

The ACE Team

What could you improve in this paragraph?

Assignment essay tasks are set to assist students to develop mastery of their study subject. Firstly, assignment tasks enhance understandings about subject matter. Yang and Baker (2005, p. 1) reason that “to master your learning materials and extend your understandings, you need to write about the meanings you gain from your research”. Secondly, research (Jinx, 2004; Zapper, 2006) demonstrates that students learn the writing conventions of a subject area while they are researching, reading and writing in their discipline. This activity helps them to “crack the code” of the discipline (Bloggs, 2003, p. 44). Thus, students are learning subject matter and how to write in that disciplinary area by researching and writing assignment essays.

(Adapted from University of New England, no date)



✘ Avoid unnecessary quotes ✘ Do not use Idiomatic language

Assignment essay tasks are set to assist students to develop mastery of their study subject. Firstly, assignment tasks enhance understandings about subject matter. Yang and Baker (2005, p. 1) reason that “to master your learning materials and extend your understandings, you need to write about the meanings you gain from your research”. Secondly, research (Jinx, 2004; Zapper, 2006) demonstrates that students learn the writing conventions of a subject area while they are researching, reading and writing in their discipline. This activity helps them to “crack the code” of the discipline (Bloggs, 2003, p. 44). Thus, students are learning subject matter and how to write in that disciplinary area by researching and writing assignment essays.



Style in assignment writing



Style in assignment writing

Task

Think of the writing you do at work

- 1) How would you describe the writing styles you use at work?
- 2) In what way(s) do you expect to adapt your writing style for your assignments?



Style in Assignment writing

How could you improve this academic paragraph?

Company X uses a mix of leadership styles, depending on a few things like the particular situation, individual or department. So it's impossible to predict how a given situation will be dealt with.



Style in Assignment writing

Task

How could you improve this academic paragraph?

Company X uses a mix of leadership styles, depending on a few things like the particular situation, individual or department. So it's impossible to predict how a given situation will be dealt with.

'four'



Style in Assignment writing

Task

How could you improve this academic paragraph?

Company X uses a mix of leadership styles, depending on a few things like the particular situation, individual or department. So it's impossible to predict how a given situation will be dealt with.

Formal

'range of'
'factors'
'such as'
'consequently'

contraction

'it is'

Non-hedging language

'can be difficult to
predict'

vague

'four'



Assignment writing

Note the differences

A

Company X uses a mix of leadership styles, depending on a few things like the particular situation, individual or department. So it's impossible to predict how a given situation will be dealt with.

B

In Company X, a range of leadership styles are deployed. The style chosen in any given instance may depend on considerations such as the situation, departmental culture or the preference of the individual manager. Consequently, there is little uniformity in approach.



Style in assignment writing





Style in assignment writing

The ACE Team

Words and expressions:

More formal, technical and specialist with use of hedging language

When doing reading:

Consider why a given text is easier or more difficult to understand.

Structure:

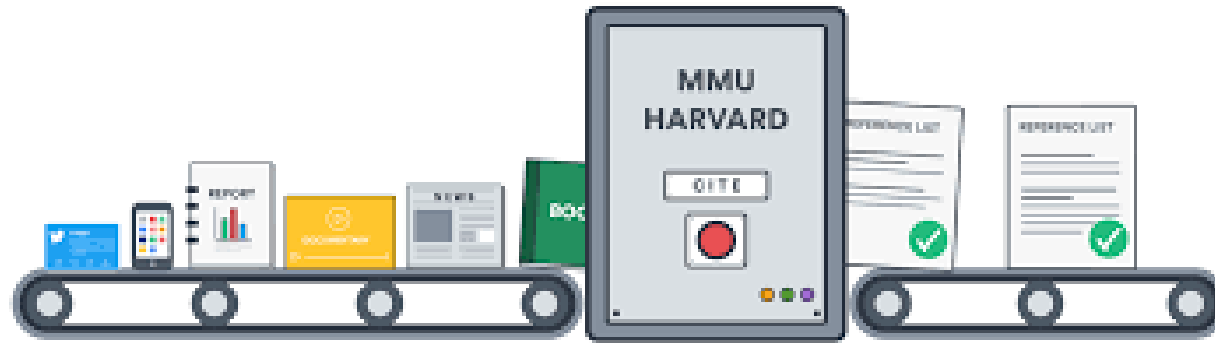
- Less conversational.
 - More precise
- Ideas drawn from evidence.

Timing:

- Allow time to review your work before submission
- Is the meaning clear?
 - Is the style appropriate?



Introduction to referencing





Referencing

The ACE Team

Task

Discuss

- 1) How comfortable do you feel doing Harvard referencing? (1-10)
- 2) Do you know the difference between an **in-text citation** and a **reference list**?





Task

Where can you find information about referencing for your university?



**Where do you provide references
in your assignment?**

QA Where do you provide references in your assignment?

1. Within the assignment	In-text citations Given next to ideas you have picked up from another source.
2. At the end of the assignment	Reference List Provides full details of the sources cited within your assignment.

QA Complete the in-text citation for this book

Author	Jeffrey K. Pinto
Name of book	<i>Project Management: Achieving Competitive Advantage</i>
Publisher	Pearson
Publication date	16 th March 2015
Edition	4th
Pages	560

Task

In-text citation ??



Answer

Author	Jeffrey K. Pinto
Name of book	<i>Project Management: Achieving Competitive Advantage</i>
Publisher	Pearson
Publication date	16 th March 2015
Edition	4th
Pages	560

In-text citation (Pinto, 2015)



Review

- 1. You must start your assignment by writing an introduction**



Review

- 1. You must start your assignment by writing an introduction**





Review

2. Academic style allows you to write in a formal, technical, specialist language



Review

2. Academic style allows you to write in a formal, technical, specialist language





Review

3. You can use any version of Harvard referencing in your assignment

3. You can use any version of Harvard referencing in your assignment





You might also like...

See the ACE Team page for self-study resources on the following related topics (and much more):

- **Academic Style**
- **Use of Sources**
- **Referencing**



Academic Concern?

The ACE Team

Step 1

Look on the ACE page for resources (3 formats)

[ACE Page](#)

Step 2

Check the upcoming workshops

[Book a Workshop](#)

Step 3

If you are still unclear, book in a tutorial

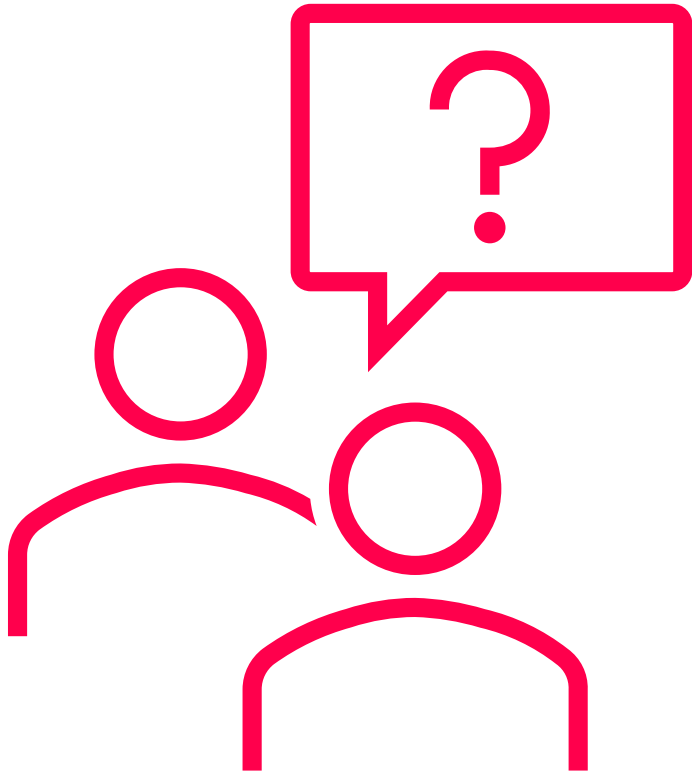
[Book a Tutorial](#)

Thank you for attending today's ACE workshop.
We would be grateful if you could take 2 minutes
to complete our **feedback form**.

[ACE Team Feedback Form](#)

QA

Any Questions?



Thank You!