



UNDERSTANDING AND CONTENT

Your assignment should demonstrate your understanding of the topic and address the task at hand comprehensively. To improve your marks in this area consider the following:

ADDRESSING THE TASK

Ensuring your assignment addresses the task at hand may seem obvious, but often there are a range of requirements you need to fulfil and a clear set of expectations.

Your **assignment brief** and the **marking criteria** are there to guide you: follow these carefully to make sure you do not lose marks by going off track.

Before you start writing, **analyse the assignment title** carefully: what type of assignment is it – an essay, a report, a literature review? What are you being asked to do – analyse, compare, discuss? Are there specific aspects or viewpoints of the topic you need to address?

ANALYSING AND ANSWERING THE QUESTION

As you **plan** your work, look at each section of content and make sure it is **relevant** and clear. **Stay on track** and don't go off on a tangent; no matter how good your writing is on a different topic, it will not get you marks if it doesn't address the task in hand.

As you **edit** your work, ask yourself: have I answered the question? Have I drifted from the main point? Remove anything which is not relevant to the topic or to your argument.

DEMONSTRATING UNDERSTANDING OF THE TOPIC

Read and refer to the **recommended readings** both to build your understanding of the topic and to show your interpretation of different viewpoints. Look beyond your reading list: find and refer to **relevant additional sources** to demonstrate deeper knowledge, but make sure these are **authoritative, up to date and relevant**. Don't over – quote sources, but show that you understand by **paraphrasing or summarising** them and comment critically on them.

Read your work out loud to make sure it is clear and to the point. Ask yourself: will it make sense to someone else reading it?

