Getting started with an assignment

Start off by thinking about the task.
You can try the method below.

Explore what you already know and what you will need to research.

Draft an early outline structure.
Write up small bits you can revise later.

Identify key words and phrases.
Use colour
Add definitions.

Take a large sheet of paper and write your assignment title in the middle.

Potential examples or case studies you could use.

Potential sources, texts and authors to research.

Identify command words or specific instructions.


Identify follow-up questions.

What else do you need to clarify?

Adapting this method

No one method suits every person and every task, so be prepared to adapt and experiment to find what you prefer.

• Instead of using paper you can use sticky notes on a wall or table. This means you can move them around.

• You can use concept or mind mapping as a way to explore a task and identify what you need to do next.

• For a longer more detailed assignment brief break the task down into chunks and use several sheets of paper.