

## The introduction

- Outlines what you are going to say.
- Signposts the direction of your writing.
- Can define the concepts involved.
- Can set out a case, outline a theme and give your reason for focusing on specific aspects.



It can be easier to write your introduction after you have drafted the rest of your assignment.

## Word budget

Split up your word limit and allocate words to 'spend' on each section of writing.

## Assignment presentation

Course information is likely to include instructions about the format your assignment should take.

## The main body

You will need to put forward convincing ideas or points supported by evidence based on your research reading. Overall, your writing should present a logical argument by offering good reasons to support the conclusions you reach.

You cannot rely on your own opinions. You are expected to refer to your research to show where you found evidence for your argument or theories which support your ideas. Include opinions with which you disagree as well as other information which influenced your thinking. You will also need to discuss the background or context to any debate.



Remember to make links between sections of writing and to present the ideas in a logical order. As a rough guide, each main point should consist of one or more paragraphs, but this will vary. Sub headings are used in reports but not usually in essays which should flow.



You are usually expected to include quotations from texts you have read. Introduce any quotations you are using and comment on them. Everything you use in your writing should be there for a purpose.

## The bibliography

This is where you list each source you used.

You will need to use the prescribed referencing system.



## The conclusion

- Read through what you have written.
- Sum up your main points based on the evidence already discussed.
- You should respond directly to the title and questions posed.
- Your line of reasoning should be made clear for a final time.
- You can stand back from the details and take a wider view.
- Offer evaluative comment and come to a view.

