

Hints and Tips for Assignments and Assessment Writing

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for Tranby National Indigenous Adult Education and Training
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01. Understanding Assignment Questions

Glossary of Key Terms: Level 1

IDENTIFY

Recognise and name

OUTLINESketch in general terms;
Indicate the main features of**RECOUNT**

Retell a series of events

Glossary of Key Terms: Level 2

DESCRIBE

Provide characteristics and features

DEFINE

State meaning and identify essential qualities

SUMMARISE

Express, concisely, the relevant details

Glossary of Key Terms: Level 3

INTERPRET

Draw meaning from

DEMONSTRATE

Show by example

EXAMINE

Inquire into

Glossary of Key Terms: Level 4

COMPARE

Show how things are similar or different

CONTRAST

Show how things are different or opposite

Glossary of Key Terms: Level 5

DEDUCE

Draw conclusions

JUSTIFY

Support an argument or conclusion

INVESTIGATE

Plan, inquire into and draw conclusions about

Glossary of Key Terms: Level 6

EXPLAIN

Relate cause and effect; make the relationships between things evident; provide why and/or how

DISCUSS

Identify issues and provide points for and/or against

ASSESS

Make a judgement of value, quality, outcomes, results or size

Glossary of Key Terms: Level 7

ANALYSE

Identify components and the relationship between them; draw out and relate implications

EVALUATE

Make a judgement based on criteria; determine the value of

Glossary of Key Terms: Level 8 (action outcomes)

PREDICT

→ Suggest what may happen based on available information

RECOMMEND

→ Provide reasons in favour

PROPOSE

→ Put forward (for example a point of view, idea, argument, suggestion) for consideration or action

Unpacking assignment questions and requirements

1. What is the question asking you to do?

E.g. explain; describe; list; evaluate?

2. What content area is it asking about?

3. How should your response be formatted?

e.g. dot points; paragraphs?

4. How many words should you write?

Unpacking assignment questions and requirements

EXAMPLE 1

It is important to keep up-to-date with safe work practices and current legislation that governs workplace health and safety in your State /Territory.

- a. Identify three (3) information sources you can refer to for maintaining up-to-date information on **safe work practices** (e.g. web addresses, role of personnel, and other information sources)

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Unpacking assignment questions and requirements

EXAMPLE 2

Legal and ethical issues may arise when communicating with a client and you must understand and comply with your responsibilities related to:

- duty of care;
- confidentiality; and
- discrimination.

Demonstrate your understanding by writing a short response (30-60 words) under each heading below.

•Duty of care

Description:

How you can ensure that you meet these requirements:

Consequences for failure in meeting this requirement:

Unpacking assignment questions and requirements

EXAMPLE 3

You need to keep informed on the ethical and legal aspects of health and community services work and how these are applied. List ten (10) sources of information that will help you to keep up to date with this information (may include web addresses and workplace personnel).

Unpacking assignment questions and requirements

EXAMPLE 4

The principle of 'dignity of risk' was formed in the Swedish Self Advocacy movement of the mental health sector, in Sweden, in the late 1960s. Today this principle is part of general practice in the community services sector.

Describe the principle of 'Dignity of risk' and how you apply this principle to support clients.

Describe: Provide characteristics and features

02. Writing tips

Writing paragraphs

As a general rule, paragraphs should:

1. Be made up of at **LEAST THREE SENTENCES** (not one/two sentences per paragraph!)
2. Only cover **ONE POINT/ISSUE**
3. Start with a **TOPIC SENTENCE** which introduces that point
4. Be **RELATED BACK TO THE ASSIGNMENT QUESTION**
5. Be **LOGICALLY ORDERED** to allow your ideas/argument to **FLOW, BE CLEAR AND COHERENT.**

Unpacking assignment questions and requirements

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Describe: Provide characteristics and features

General writing rules

Do not use contractions

e.g.

- 'it is' NOT 'it's'
- 'you are' NOT 'you're'
- 'do not' NOT 'don't'

Write out numbers using words (rather than numerals) when under 100

(unless it is a date or year, percentage/fraction, or in a table/graph where numerals are appropriate)

e.g.

- **thirteen** NOT 13
- **ninety-nine** NOT 99.

Use Australian spelling *not* US spelling

e.g.

- **specialise** not specialize
- **colour** not color

(change your default language on your computer to make life easier)

Referencing: 'In-text' referencing

References should be cited in the text in the form of:

(Author surname year, page/s).

For example:

(Bloggs & Smith 1998, p. 56)

(Acme 1923, pp. 45-7)

Bloggs and Smith (1998, p.56) have shown that.....

Referencing: Reference list

All references cited in the text must be listed in alphabetical order in a reference list at the end of the assignment, in the following formats:

Journal/magazine article:

Author, A., Author, B. & Author, C. (YEAR) 'Article title', *Journal/Magazine Title* Vol(issue) pp. xx-yy.

Book:

Author, B. (YEAR) *Book title*, Publisher, Place of publication.

Chapter in edited book:

Author, A.B. (YEAR) 'Chapter title', in Editor, A., Editor, B. & Editor, C. (eds) *Book title*, Publisher, Place of publication, pp. xx-yy

Website:

Author, A. (YEAR) 'Title of article or website', available from: www.website.com (accessed 10 June 2014).

NB if no author is given for a website, use company name or title of website.