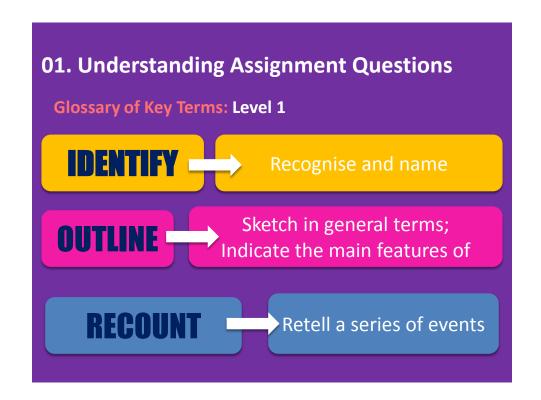
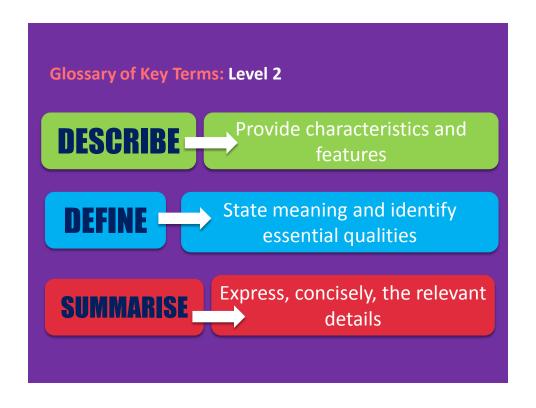
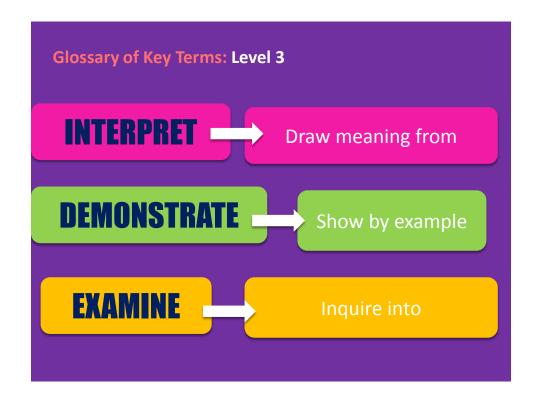
Hints and Tips for Assignments and Assessment Writing

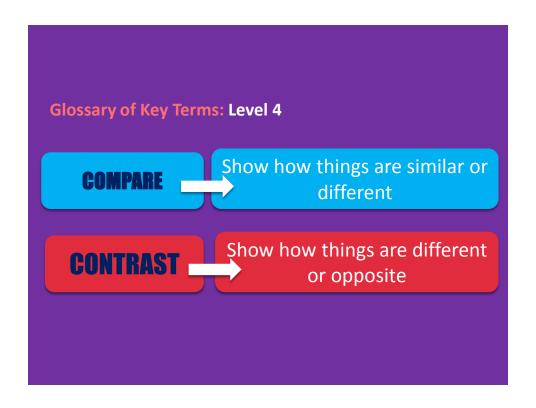
Prepared by Alanna Kamp

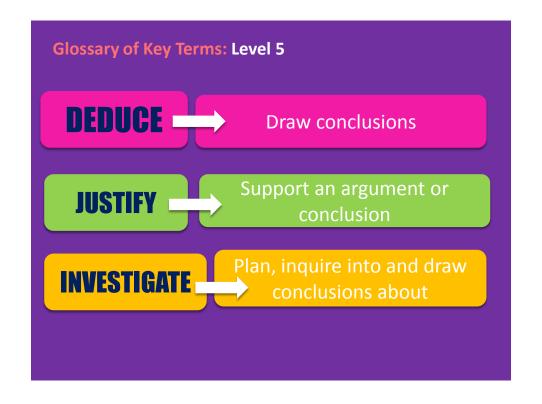
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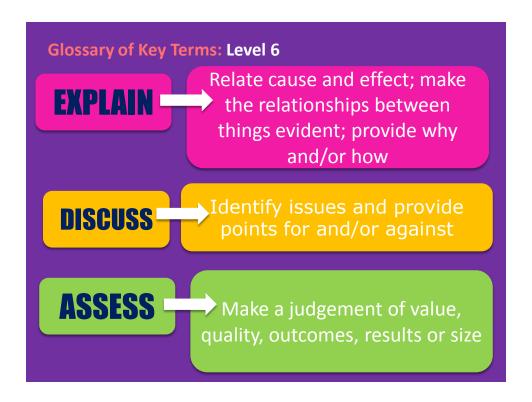


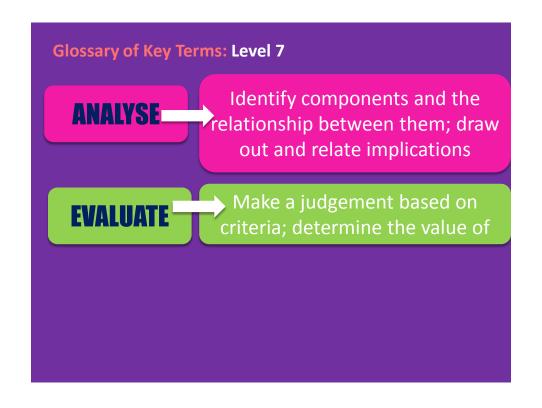


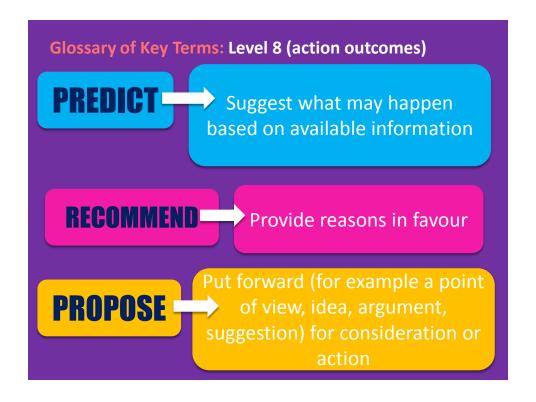


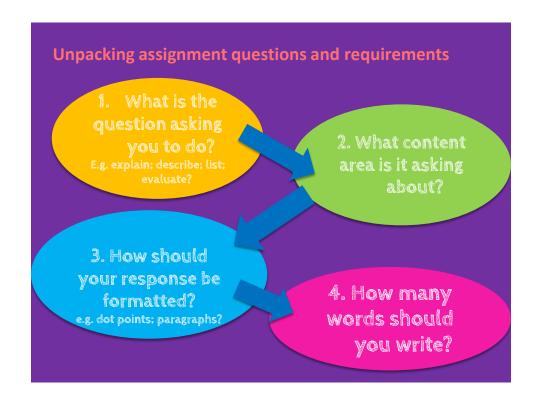












EXAMPLE 1

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)

1. What is the question asking you to do?

E.g. explain; describe; list evaluate?

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)

2. What content area is it asking about?

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 <u>safe work practices</u> (e.g. web addresses, role of personnel, and other information sources)

3. How should your response be formatted?
e.g. dot points; paragraphs?

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 <u>safe work practices</u> (e.g. web addresses, role of personnel, and other information sources)

4. How many words should you write?

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).

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.

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

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.