

Assignments – Checklist

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Plan	Planning is essential, it helps you to understand - what is being asked, what you should be writing about and also helps you to ensure that you do not forget to answer every part of each question.
Include in your Assignment	<p>Know your command words.</p> <ul style="list-style-type: none">• Examples from any work experience/placements – where appropriate.• Use words like: therefore, however, overall.• Expand on all of your topics, do not just copy and re-word. During your studies you should have gained your own understanding of a topic.• Explain: Why? And How?• Use phrases like: such as, this can, why? This can help, this can be effective because..• Why something might be beneficial?• Why is it effective?• In what way does it help?• Provide more than one example.• Always provide more detailed explanations, opinions, examples and reasons. For example: for B, A & A* grades and also pass, merit & distinction.• Never copy – this is plagiarism! Always read through, appropriate/reliable information – more than once, understand it, learn from it and write using your own words.• Use third person narrative – people think, it is, though, that, it is said that.• Stick to the point – Re-read your question(s) carefully.• Pick out key points and talk about each.• Always refer back to the question, your notes, marking grids and specifications.
Write your essay/assignment – 1st Draft	<ul style="list-style-type: none">• Write your essay/assignment.• Stick to the point(s) – Re-read questions frequently.

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	<ul style="list-style-type: none">• Always write in full.• Take care not to discuss issues/topics twice in different places.• Stick to one paragraph per issue/topic.• Provide good points and bad ones.• If you have a word limit – on your 1st draft write as much as possible, relating to your subject, answering your question(s) – consider your word limit.
Proof Read (1)	<ul style="list-style-type: none">• Look for any paragraphs that do not make sense.• Check paragraphs to make sure they flow properly and lead naturally from one point to the next.• Read your work out loud – this may help.• Make amendments where appropriate/necessary.• Always ask someone to read your work.
Complete your – 2nd Draft	<ul style="list-style-type: none">• Make amendments from Proof Read (1).• Re-word anything that does not make sense.• If a word limit applies – remove anything that you have repeated, anything that is not relevant and/or anything that does not relate to your question(s).
Proof Read (2)	<ul style="list-style-type: none">• Check punctuation, spelling and grammar.• Ask someone to read your work to check that it flows properly.
Final Draft	<ul style="list-style-type: none">• Make final amendments where appropriate/necessary.• Read through all of your work, to make sure that it flows and makes sense.• If you are happy that all is correct, print your assignment ready to be submitted.
Command Words	Make use of command words – see separate table below.

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Command Words & Meanings:

Analyse	Identify separate factors so that you can say how they are related and how each one relates to the topic. Identify key factors to show how they are linked and explain the importance of each.
Assess	Consider carefully all the factors or events that apply and identify which are the most important and relevant.
Create	Make – bring something into existence. Invent or construct an item – produce.
Classify	Assign things – sort your information into appropriate categories before explaining or presenting it.
Compare/Contrast	Examine two or more things in terms of their similarities and differences.
Comprehensively Explain	Provide detailed explanations, covering all relevant points + provide reasons.
Comment Critically	Provide your view(s) after you have considered all evidence, paying particular attention to the importance of both the relative positive and negative aspects.
Describe	Provide a clear straightforward description, including all the main points then link these together in a logical order.
Define	Explain clearly what a particular term means, provide example(s), if appropriate to show your explanation.

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Demonstrate	Provide relevant examples/appropriate evidence to support the case you are making.
Discuss	Present thoughtful and logical arguments to support the case you are making.
Explain	<p>Provide a detailed account of something, with enough clarity and detail so that it can be understood by somebody else + provide reasons.</p> <p>Re: presenting an argument – provide details + give reasons and/or evidence to clearly support the argument you are making.</p>
Evaluate	<p>Review all information and bring it together to form a conclusion.</p> <p>For critical evaluation: judge, criticise in terms of impact/significance and investigate the implications.</p>
Identify	Establish the identity, recognise and distinguish the main features or basic facts relating to a topic.
Illustrate	Provide examples to show what you mean, by explanation or illustration (pictures).
Implement	Put something into effect or action. Interpret or justify the effect or result.
Justify	Provide appropriate reasons to support your opinion or views and show how you arrived at these conclusions.

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List	Ordered series – provide the information required in a list, one after the other.
Outline	Provide a clear description indicating the principle features or different parts, avoiding too much detail.
Plan	Work out + explain how you will carry out a task/activity.
Relate/Report	Show similarities and connections between two or more things. Provide a full account with reasons.
Research	Carry out a full investigation into a subject.
Specify	Provide full details and descriptions of something – selected items or activities.
Select	Identify relevant information.
State	Write a clear, full account.
Summarise	Identify/review the main points, relevant factors and/or arguments so that these are explained in a clear and concise manner.