

The seven 'C's of assignment writing – Transcript

1. Clarify the task

- a. What is required in the brief?
- b. Note:
 - i. What you know
 - ii. What you want to find out
 - iii. What you need to do
 - iv. When you need to do it

2. Collect information

- a. Check whether information is:
 - i. Up-to-date
 - ii. Of good quality
 - iii. Reliable
- b. Record where you found information

3. Coordinate and organise

- a. Make a plan: arrange ideas
- b. Planning prevents repetition and clarifies your thinking

4. Critique and engage with the material

- a. What have you discovered?
- b. Reflect and evaluate

5. Compose a first draft

6. Change and redraft your work

7. Correct and fine-tune