Assignment Navigator

Putting it Together Checklist

Kn	ow the required format
	Know the format for the task and understand the required structure e.g. essay, report etc.
Wr	rite an outline plan
	Decide on your main response and write a short statement
	Identify key points that support and develop your main response
	Draw up an outline plan and organise key points and any secondary points into a logical order
	Start compiling a reference list
	Check that each point is relevant/appropriate and addresses the unit concepts and marking criteria
Write the first draft	
	Have essential items at hand e.g. assignment question, marking criteria, reference guide etc.
	Develop each key point into paragraphs that focus on one main point or idea
	Include explanations, clarifications, elaborations, examples, supporting detail, discussions and conclusions where appropriate
	Use reference sources to develop your ideas and present a balanced view
	Include in-text citations and add to your reference list as you go
	Stay within the framework of the task type and be mindful of the word limit
Co	entinue to redraft
	Take a break before redrafting
	Read the assignment task again before redrafting
	Aim to strengthen and refine your response and pay attention to style and coherence



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