Skills for Learning
Study and work more effectively

Planning your Assignments

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Study Skills Consultant
Objectives

• Understand academic regulations
• Identify academic resources available
• Prepare for assessments
Jack downloads his timetable and sees that some activities start at 9.00am. He doesn’t function very well so early in the morning. What should he do?

A. Miss those early lectures

B. Arrive 30 minutes late

C. Set his alarm and get organised so he arrives on time!

D. Ask the lecturer to change the timetable
Punctuality

C. Set his alarm and get organised so he arrives on time!

Arriving late is unacceptable. Being on time at University and in the workplace demonstrates your professionalism.
What would you do……?

Jo discovers that her first assignment has to be submitted in 3 weeks’ time. Which of the following options might she consider?

A. Paying an online essay writing service to write the essay for her
B. Preparing a timetable so she can plan her work
C. Asking for a deadline extension
D. Writing it within two days to get it out of the way
B. Preparing a timetable so she can plan her work

Option A = Academic misconduct!

Contracting another person to produce a piece of assessed work
What would you do......?

Jemma thinks it is ok to copy and paste sections of journal articles and text books. Why is this unacceptable?

A. It is poor academic practice
B. She might lose course credits or her place on the course
C. It’s OK to copy and paste a direct quote but it must have quotation marks and a citation next to it.
D. All of the above
Plagiarism

D. All of the above

Plagiarism = taking the work of another person and using it as if it were one's own
Academic Regulations

Blackboard
The Library

Find everything
Find books
Find articles
Find exam papers
Reading lists
Repository

Get more from The Library
Skills for Learning
Library room booking
PC availability
Subject support
Access e-Resources
You want it, we'll get it
Your library account
Come to a workshop

Contact us
e: library@salford.ac.uk
t: +44 (0) 161 295 5235
txt: +44 (0) 161 850 4542
Send feedback

Ask a Librarian
Type here to chat. Press ENTER to send.

Search SOLAR for books & more
Reference your work
E-submit your work
Top-up printing credit

Tweets

SalfordUniLibrary
@TheLibraryUSI
Reading Lists at Salford
Skills for Learning

Spotlight on...

New to IT@Salford?  Resitting? Resubmitting?  Using the Library  Reading lists at Salford

Get started with The Library and IT  Finding and understanding information  Using and referencing information

Reading and writing  Group work and presenting  IT and digital skills

A-Z Index

Come to a workshop

The Library

Hints and tips for effective study

SPoRT - Salford Postgraduate & Staff Research Training

Support with English

Information for Staff

Been to a workshop?

Tell us how it went

Come to a workshop

Library Tour

Starts: 9 Sep 2015 11:00 AM

Library Tour
Your first assignment
What are the differences between an essay and a report?
The main differences:

<table>
<thead>
<tr>
<th>Essays</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argumentative and idea-based</td>
<td>Informative and fact-based</td>
</tr>
<tr>
<td>Semi-structured</td>
<td>Formally structured</td>
</tr>
<tr>
<td>Not written with a specific</td>
<td>Usually written with a specific purpose and reader</td>
</tr>
<tr>
<td>reader in mind (except the</td>
<td>in mind</td>
</tr>
<tr>
<td>marker)</td>
<td></td>
</tr>
<tr>
<td>Written in single narrative</td>
<td>Written in style appropriate to each section</td>
</tr>
<tr>
<td>style throughout</td>
<td></td>
</tr>
</tbody>
</table>

(University of Reading, 2012)
Imagine you have a 2000 word essay which is due in 3 weeks’ time.

Write a time plan of tasks between now and the deadline.
## Example time plan

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Analyse question, ideas &amp; make plan</td>
<td>Initial research, refine plan</td>
<td>Focused research, note making, start reference list</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1st draft</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Week 3</th>
<th>Mon</th>
<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Editing and re-drafting</td>
<td></td>
<td></td>
<td>Proofread and final changes</td>
<td>Submit assignment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Prioritised To Do Lists

<table>
<thead>
<tr>
<th></th>
<th>Urgent</th>
<th>Not Urgent</th>
</tr>
</thead>
</table>
| **Important** | 1                      | 2
|      | ▪ Essay deadlines      | ▪ Planning your time                                   |
|      |                         | ▪ Reflecting on your learning                         |
|      |                         | ▪ Working towards your goals                          |
|      |                         | ▪ Research for assignment due in 2 months             |
| **Not Important** | 3                      | 4
|      | ▪ Social event         | ▪ Escape activities (e.g. watching TV, playing computer games etc.) |
|      | ▪ Phone call           |                                                       |
|      | ▪ Cleaning             |                                                       |
Assignment Survival Kit

University of Kent

http://www.kent.ac.uk/ai/ask/
Researching your topic
Set reading objectives

• What am I going to use the information for?
• What do I know already?
• What do I need to know about the topic?
• What don’t I need to know?
Write an assignment plan

- What **points** do I want to make?

- In what **order** do I need to explain these points?

- How does this meet the **assignment brief**?
Main body paragraph structure

- Topic sentence
- Details/explanation
- Evidence and evaluation
- Conclusion
Essay structure

Introduction

Title

Topic Paragraph

Topic Paragraph

Topic Paragraph

Conclusion

Reference list / Bibliography
Report Structure

- Title page
- Contents page
- List of tables
- Abstract / executive summary
- Introduction
- Main body
- Conclusion
- Recommendations
- Appendices
- Reference list
They wrote:

“Although solitary under normal prevailing circumstances, raccoons may congregate simultaneously in certain situations of artificially enhanced resource availability.”

They meant..

Raccoons live alone but come together to eat bait.
Academic language

• Use cautious language like ‘may’, ‘possibly’, or ‘it appears that...’

• Don’t make assumptions such as ‘everyone knows that...’

• Don’t make value judgements as to the quality of something or someone. Don’t say that a piece of work is ‘beautiful’ or ‘brilliant’; don’t say that a writer is ‘great’ or ‘accomplished.’
Academic language

- Write in a formal style. Rather than saying “I evaluated the framework...” use “The framework was evaluated...”

- Ensure that your essay flows in logical steps and reaches a reasoned conclusion

- Use separate paragraphs for each part of your argument
Academic language

You may find this website useful:

www.phrasebank.manchester.ac.uk
Towards the deadline...

- Check the submission details
- Allow time for proof reading and checking references
- Check how to use Turnitin (videos on the Skills for Learning website)
- Any queries - check your Blackboard site first or ask your tutor
Assignment feedback

• Your feedback will let you know what you are good at, and what areas need work

• Your tutor will have made suggestions for improvement

• Review the feedback before your next assignment
Summary

- Covered academic regulations
- Identified academic resources available
- How to prepare for assessments
Academic Support

- LEAP: Learning English for Academic Purposes
  http://www.careers.salford.ac.uk/eap

- Academic Writing - Wordscope
  http://wordscope.salford.ac.uk/

- Maths & Statistics - Mathscope
  www.mathscope.salford.ac.uk

- Research skills - The Library
  http://www.salford.ac.uk/library

- ICT Training – The Library
  http://www.salford.ac.uk/library/help/training
Academic support

Study Skills

• Online resources
• Workshops
• One-to-one appointments & drop ins

Skills for Learning

• **Web** | Search online: Salford Skills for Learning
• **Blog** | blogs.salford.ac.uk/digital-literacy-skills/
• **Twitter** | @skillupUS
Other support
http://www.askus.salford.ac.uk/
You’ve got Skills for Learning from The Library!

@skillupUS
Search online: Salford Skills for Learning