



SETANTA
College

The Online Sports College

Guide To Assignment Writing

Internal Ref:

<https://www.openpolytechnic.ac.nz/current-students/study-tips-and-techniques/assignments/step-by-step-guide-to-assignment-writing/>

STEPS TO COMPLETE YOUR ASSIGNMENT



Plan



Analyse the question



Draft an outline



Find information



Write



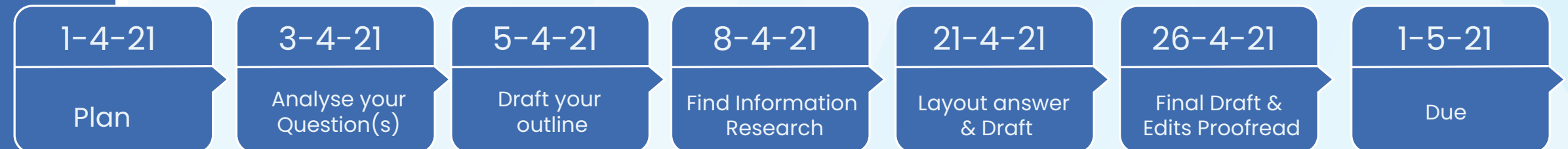
Edit and Proofread

PLAN

Answer These Questions To Help You Plan

- › How much is the assignment worth?
- › How many marks are awarded for each section?
- › What do you need to do to complete the assignment
 - › Research
 - › Reading
 - › Notes
 - › Write draft
 - › Edit
- › Work out your timeline from when the assignment is due
- › Make a plan of the information you need to complete your assignment.
- › Tip: start by reviewing the assignment question(s) & marks available. Highlight the key sections of each question to make sure you are answering what is being asked.

Timeline – Tidy up



ANALYSE THE QUESTION

Scenario: You are assisting an athlete to prepare for the season of competition. The athlete is returning from an extended break of 5 months after a shoulder injury. Plan a 4 week block of training to help this athlete to prepare for full team training.

For the purpose of this example it is a Male, 25 year old, soccer player, part-time League of Ireland



Read

Read the question carefully & understand what is expected of you.



Key

Key Words – Explain, Present, Compare, Contrast, Review



Rewrite

I am being asked to describe what exercises I would prescribe to a soccer player in preseason following an injury & explain why I chose those exercises.

DRAFT YOUR OUTLINE

- ⊕ Pick your athlete/sport/scenario
- ⊕ Decide on your assignment layout (does question specify format e.g. essay)
- ⊕ Bullet point the information you want in each section
- ⊕ Compare this against the assignment brief to ensure each area is covered
- ⊕ Review marks available vs the content you have

Introduction -10%

Introduce the topic and chosen points. Briefly explain what will be explored.

Middle - 80%

- ⊕ Broken into paragraphs or sections.
- ⊕ Discuss research.
- ⊕ Provide rationale.
- ⊕ Include any tables, pictures etc.

Conclusion - 10%

- ⊕ Evaluate your ideas
- ⊕ Summarise conclusion

References, Layout, Spelling & Grammar- Usually 10 marks

- ⊕ Treat each assignment as if you were handing this to a client!
- ⊕ All research should be referenced correctly
- ⊕ Check spellings, grammar and formatting of final draft
- ⊕ Ensure the assignment reads well and is laid out in the correct order

FIND THE INFORMATION

Information on your assignment can be found in:

- ⊕ Course Material
- ⊕ Recommended Reading
- ⊕ Journal Articles
- ⊕ Online Sources

- Not every piece of information will be given to you in your notes.
- You will need to research and critically examine information you find.
- This means you gather evidence, analyse it rationally and reach a conclusion.
 - Bloggs, Joe (2020) argues soccer players who can pass with both feet have a 67% more chance of playing at elite levels than players who can only pass with their left leg.
- You can choose to agree or disagree with Joe Bloggs provided you can back it up.
 - While I believe Bloggs, Joe (2020) has merit in his argument that players who can pass off both feet may be more appealing to coaches of elite teams a study from Smith, John (2015) has shown players who pass off on dominant foot made up 78% of all players in the Serie A in 2013.
- This approach shows the examiner you have integrated your own opinion when interpreting research and have drawn an evidence-based conclusion.

WHAT DO YOU USE IN THIS SECTION?

⊕ Plan

⊕ Are you on schedule?

⊕ Your question analysis.

⊕ Use the outline you created earlier and piece in your information.

⊕ Write your discussion and analysis around your research.

1st Draft & Fine Tune

1st Draft

- This is where you put your information together for the first time to see how it reads and decide how you want to present your answer.
- You can write freely at this stage and refine your answer afterwards.
- Once you have the information laid out - **TAKE A BREAK**

Fine Tune

- Come back to your assignment with fresh eyes to begin editing and tailoring towards a draft that you will proofread.

WHAT DO YOU USE IN THIS SECTION?

⊕ Plan

⊕ Are you on schedule?

⊕ Your question analysis.

⊕ Use the outline you created earlier and piece in your information.

⊕ Write your discussion and analysis around your research.

⊕ Your latest Draft

Edit & Proofread & Edit

➤ This should be done in stages

- ⊕ Proper layout
- ⊕ References
- ⊕ Spelling
- ⊕ Word Count
- ⊕ Grammar

➤ At this point it is advisable to ask a person to review your assignment.

➤ If they are not familiar with the subject, they can still read your assignment to see does it make sense, read well and check your spellings.

- ⊕ Sometimes this can be very beneficial to see if they can understand what you have written about!

How will I know when I am ready to submit my Assignment? Ask yourself these questions

➤ What do you use in this section?

- Review your plan
 - Are you on schedule?
- Your question analysis.
- Use the outline you created earlier and piece in your information.
- Write your discussion and analysis around your research.
- Your latest Draft
- Your Proofread draft

- How long is left until it is due?
- When I read my Assignment have I clearly answered the question(s)?
- Does my volume of content match the marks available?
- Do all of my quotes & research have references?
- Would I hand this over to a client?
- Is this an Academic Document?

When you can answer YES to these questions and you are on time then submit.

References

Book Example

Author(s) surname(s), Initial(s). (Year of publication). Title of book: subtitle if any. Edition followed by ed. (if not the first edition) Place of publication: Publisher.

Lawlor, D. (2020). When The World Stops Watching: Life After The Game. Edinburgh: Black & White Publishing

Each type of source requires a certain layout. Look these up for each one.

E.g. Journal, Website, E-book....

- ⦿ Yes, you have to include them.
- ⦿ Remember it is an opportunity to show the research you have done.
- ⦿ It is an opportunity to score marks.
- ⦿ You are submitting an Academic Document, so these are required.

HOW WILL YOUR ASSIGNMENTS BE GRADED?

- ⊕ Third level grading is different to secondary school grading.
- ⊕ Remember you are on a pathway which can culminate in a degree.
- ⊕ There is a framework in place for the allocation of grades which must be met.
- ⊕ If it's not on the page it can't be given marks!

International Scale	Description	Percentage Grade
A (Excellent)	Firsy Class Honours	70% or above
B (Very good, with few errors)	Upper Second Class Honours	69%-60%
C (good, with few errors)	Lower Second Class Honours	59%-50%
D (satisfactory,with many errors}	Third Class Honours	49%-45%
E (sufficient}	Compensating Fail. This is the minimum passing grade	44%-40%