STEPS TO COMPLETE YOUR ASSIGNMENT

1. Plan
2. Analyse the question
3. Draft an outline
4. Find information
5. Write
6. Edit and Proofread
Answer These Questions To Help You Plan

1. How much is the assignment worth?
2. How many marks are awarded for each section?
3. What do you need to do to complete the assignment:
   - Research
   - Reading
   - Notes
   - Write draft
   - Edit
4. Work out your timeline from when the assignment is due
5. Make a plan of the information you need to complete your assignment.
6. 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

- **1-4-21**: Plan
- **3-4-21**: Analyse your Question(s)
- **5-4-21**: Draft your outline
- **8-4-21**: Find Information Research
- **21-4-21**: Layout answer & Draft
- **26-4-21**: Final Draft & Edits Proofread
- **1-5-21**: Due
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

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.
<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>-10%</td>
</tr>
<tr>
<td>Middle</td>
<td>80%</td>
</tr>
<tr>
<td>Conclusion</td>
<td>-10%</td>
</tr>
<tr>
<td>References, Layout, Spelling &amp; Grammar</td>
<td>Usually 10 marks</td>
</tr>
</tbody>
</table>

### 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

---

**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

---

**Note:** All research should be referenced correctly.
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 if it makes 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?
  1. Review your plan
  2. Your question analysis.
  3. Use the outline you created earlier and piece in your information.
  4. Write your discussion and analysis around your research.
  5. Your latest Draft
  6. 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.
<table>
<thead>
<tr>
<th>References</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Book Example</strong></td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>Each type of source requires a certain layout. Look these up for each one.</td>
</tr>
<tr>
<td>E.g. Journal, Website, E-book...</td>
</tr>
</tbody>
</table>

- 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?

<table>
<thead>
<tr>
<th>International Scale</th>
<th>Description</th>
<th>Percentage Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>First Class Honours</td>
<td>70% or above</td>
</tr>
<tr>
<td>B</td>
<td>Upper Second Class Honours</td>
<td>69%–60%</td>
</tr>
<tr>
<td>C</td>
<td>Lower Second Class Honours</td>
<td>59%–50%</td>
</tr>
<tr>
<td>D</td>
<td>Third Class Honours</td>
<td>49%–45%</td>
</tr>
<tr>
<td>E</td>
<td>Compensating Fail. This is the minimum passing grade</td>
<td>44%–40%</td>
</tr>
</tbody>
</table>

- 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!