Before starting an assignment, you must….

1. Read the module booklet

Specially read the TASKS, CASE STUDIES, and Other instructions carefully.

2. Find the answers from the class notes attached

Usually class notes and class lectures are attached with the assignment. If you do not find the answer in class notes then search it on the web. If there are class lectures and notes, then you must have to answer from the lectures and Notes.

Never attempt a question without understanding it properly.

3. If you are instructed to choose a company, collect the information of the company

Without selecting a company, you will not write any assignment. You have to select the company which is given in the case study or tasks of the questions. If there is no company mentioned in the assignment module, then you will have to choose company according to suitability of the assignment.

Select a company that conforms to the instruction (from relevant industry). Collect relevant data from the company websites. Never use a fictional company name and data. The company will have to exist in market.

Now, start to write the assignment....!

Introduction

- o An introduction provides the reader with the indication of the direction the report or assignment will take before conclusions can be drawn.
- o Define the topic of the assignment in 2-3 lines
- o Write 2-3 lines about topic by relating with the organization or company that you will select
- o 2-3 lines about what you will write in the report or assignment. Don't use "I will describe/explain/discuss", Use "The researcher will describe/explain/discuss"

Task heading

- o There will be 3/4/5 tasks in the assignment; you will give "Heading 1" to all the tasks
- o Write at least 2 or 3 lines explaining the task.

Question Answer or Sub-Task

- o All the questions or sub tasks of the assignment will "Heading 2"
- o Every question or sub task will be answered in following way:
  - ✓ Introduction (analyze the question- which theory is it trying to ask you to demonstrate?)
  - ✓ Underpinning Knowledge (write about the relevant theory/points/key concepts)
  - ✓ Applied knowledge (Data Analysis- Look for examples or link with your selected organization to apply your key concepts/ apply the theory)
  - ✓ Conclusions and Recommendations (summarizing the whole scenario keeping in view pass, merit, distinction criteria)
- o Write answers using points (Make Bold and Italic), rather than writing using paragraph or essay
- o Length of each question answer must be balanced. Do not answer a question too big or too short. Answer of each question should be one page at least (excluding graphs or charts)
- o Answer and analyze: Do not simply list everything that you have discovered on a topic. You have to link each and every issue with the company that you have selected

- o Conclusion: It concludes on the evidence presented in the main text of the report itself. It adds value to the work presented by making sense of the report's/essay's main points, showing the implications of the arguments made. No new material appears in a conclusion.
- o Never use reference in conclusion.