



Tips for Effective Assignment Writing

Top Tips for Success

Be aware of the different types of assignments, their key features, format and structure.

Some formats might include:

- Essays, feature articles, short stories, poems, diary entries, journal entries, portfolio of work, scientific reports, oral presentations, research reports and physical performances.

Read the task sheet carefully

- What exactly do you need to do (i.e. how many words, what format, etc).
- Look for key words and highlight – ‘analyse’, ‘compare and contrast’, ‘discuss’, ‘describe’, etc

Read the criteria sheet carefully

- What exactly do I need to do to get an A – compare your draft and final copy to this standard. How does it match up? This is what your teacher does to determine your grade.

Look and listen carefully to the exemplars used in class by your teacher

- The teacher will go through in detail what an A standard looks like, it’s key features, etc.

Submit a draft and ask your teacher for feedback

- Question anything you don’t understand (i.e. ‘I am not sure what you are suggesting...’)

Take note of feedback given and make changes accordingly

This doesn’t mean you will necessarily get an A – they can suggest changes, but your teacher can’t write the assignment for you.

Effective time management

- Don’t leave it to the last minute!
- Use your course and assessment planner to manage your overall course load.

Is a bibliography or reference list required?

- What is the difference and what is required.

Aim to improve on each successive assessment item

Many of the skills you use in one subject will translate to a number of other subjects.

- Resilience & Pride.
- Need to think both short and long term – what are my goals?