**BRITISH CIVILIZATION**

**INSTRUCTOR: BENNAA YOUCEF**

**WRITTEN ASSIGNMENT**

**IMPORTANT:**

The whole assignment should be **BETWEEN 04 -06 PAGES PLUS ONE PAGE FOR THE REFERNENCE LIST**

**Useful Tips**

**What I am looking for**

When assignments are graded/marked, you'll be assessed on the content (i.e. your answer), the writing, structure and presentation, and the referencing. I will also look at the following:

* If you used academic English. Note: txt language, slang or bad language is unacceptable in assignments.
* If the writing is concise, clear and correct.
* Did the assignment read well, i.e. did it flow?
* If the assignment was divided into well-structured paragraphs, with a new paragraph for each new topic.
* Were full sentences, with correct punctuation used?
* The formatting, structure and layout correct.
* That you used abbreviations and acronyms correctly. Try not to use them unless they are recognised, i.e. found in a good dictionary. Write all acronyms in full the first time you use them and include the acronym in brackets, e.g. Industry Training Organisation (ITO). After that you can use ITO.

## Step 1: Plan

Planning your assignment will help you get focused and keep you on track.

* Check the marking schedule to see what your tutor will be looking for when they mark your work and how the marks will be assigned. This will help you know what to focus on.
* Give each task a deadline, working backwards from your assignment due date.

## Step 2: Analyse the topic

Before you can answer a question, you need to know what it means. Read it slowly and carefully, and try to understand what's expected of you. Ask yourself:

* What's the question about? What's the topic?
* What does the question mean?
* What do I have to do?

To help you understand the question, try rewriting it using your own words using the format below:

‘This assignment is about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I have to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ’

When you are analyzing the Topic:

* Try to formulate your topic into a research question
* Check the meaning of the words used.
* Look for topic words, which tell you what you have to write about.
* Look for restricting words, which limit the topic and make it more specific.

You can also check for additional information about the assignment and what’s expected of you in the course materials.

## Step 3: Draft an outline

Drafting an outline will give you a structure to follow when it comes to writing your assignment. The type of assignment you are doing will give you a broad structure, but you should also check the question and marking schedule, as they will help you understand how the teacher expects the topic to be structured, what must be included, and which sections are worth the most marks.

From there you can create your outline, using headings and gaps for the information you have to fill in.

### Assignment outline

**Your assignment will follow this basic structure:**

* **Introduction (+ 10% of the assignment)** – This is where you introduce the topic and the main points, and briefly explain the purpose of the assignment and your intended outcome or findings. It is a good idea to write the introduction last, so that you know what to include.
* **Discussion (+ 80% of the assignment)** – This section is divided into a number of paragraphs. Decide what points you want to discuss and include a new paragraph for each main point. A paragraph usually starts with a topic sentence stating the main idea, followed by supporting evidence and examples. In your outline try and include draft topic sentences and a few ideas outlining what you want to include in each section.
* **Conclusion (+ 10% of the assignment)** – Conclusions briefly restate your main argument, evaluate your ideas and summarize your conclusions. They don’t introduce any new information.

## Step 4: Find information

Before you start writing, you need to research your topic and find relevant and reliable information. You will find some in your course materials and recommended readings, but you can also try:

* talking to your teacher(That’s me)
* Online sources.

**Tip:** Wikipedia can be a helpful starting place for your research. While it is not always considered the best source of information, good pages have references that can lead you to more information.

Once you have found information, the next step will be to evaluate it to ensure it is right for your assignment.

## Step 5: Write

Once you've found the information you need it’s time to bring it altogether and write your assignment.

### Write your first draft

* Use your outline and fill in the gaps, writing your main points for each section.
* Write freely, getting as much down as you can without worrying about the wording being 100% right.
* You may find it easiest to start with the conclusion so that you know which direction your writing is heading, or the background.
* The introduction is often the hardest to write, so leave that till last.
* Don’t spend too much time trying to make this draft perfect as it will change!

### Fine tune

* Revise your first draft, and check that it makes sense and includes everything it needs to.
* Fine tune the wording, and make sure your writing flows well.
* Make sure you keep different copies of your drafts as you may want to go back to them.
* Leave the writing for a day, read it, and fine tune again.
* Compile your bibliography or reference list.

## Step 6: Edit and proofread

Once you've written your assignment, you can improve it by editing and proofreading, but before you do take a break. Even a short break helps you to get some distance from your work so that you can check your assignment with a fresh eye.

* Have you answered the question you were set? Check your assignment against the marking schedule as well as the question.
* Is the structure correct?
* Have you included all relevant parts? For example, the title page, introduction, conclusion, reference list?
* Is the content logically arranged?
* Does your assignment read well, with each section flowing smoothly on to the next? A good way to check this is to read it aloud.
* Have you used your own words and acknowledged all your sources?
* Is your assignment well presented?

**Tip:** If possible, ask a friend or family member to proofread your assignment, as it can be difficult to see mistakes in your own work.

Before you submit your assignment, print it out and check it one last time. It’s often easier to spot errors in print than on screen.

**Once you’re happy, submit your assignment.**