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How to Write an Assignment: Proven Techniques for Producing Essays, Reports and Dissertations That Succeed

By Pauline Smith

Little, Brown Book Group, United Kingdom, 2011. Paperback. Book Condition: New. 8th Revised edition. 230 x 152 mm. Language: English . Brand New Book. This practical guide, written by a chief examiner, gives you the tools and planning techniques for making light work of assignments, essays, reports and dissertations. It covers: - Thoroughly understanding the title, question or brief - Choosing the right format for your assignment - Producing an outline plan Researching and taking notes - Drafting the structure and improving your style - Presenting the final assignment Examples and mini case studies show the difference between good and bad practice. Self-evaluation exercises ensure you stay on the right track. Contents: List of Illustrations; Preface; 1. What is an assignment?; 2. Making the right start; 3. Analysing the title question or brief; 4. How to plan and take notes; 5. Drafting the structure; 6. Improving your style; 7. Presenting your final assignment; 8. Improving through reflection; 9. Where are you now?; Glossary; Further reading; Index.



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