



Activity 7.1 Reversals – note it!

You've been given the assignment, now what's the submission date? Note it! How many weeks away is that? Note it!

Submission date Number of weeks

So, what do you know about your assignment topic; what do you need to know? Note it!

Know
!

Need to know
?



Activity 7.2 Reversals

Conclusion – what you've done

!

Introduction – what you'll do

?



Activity 7.3 SWOT it

To reflect on your portfolio and improve your learning and practice, why not SWOT it to identify your Strengths, Weaknesses, Opportunities and Threats?

Strengths	Weaknesses
Opportunities	Threats



Activity 7.4 How much do you know?

Circle true or false (see Appendix 5 on the Companion Website for answers):

I can add new information in the conclusion	True	False
I can't give my personal viewpoints in my assignments	True	False
I use quotation marks when quoting directly	True	False
I can present longer quotations as separate paragraphs	True	False
Longer quotations are usually more than three lines long	True	False
I can write 'main body of discussion' as my heading	True	False
My main body of discussion is divided into different sections and sub-sections that contain paragraphs	True	False
I can use both numbers and letters at the same time when listing my appendices	True	False
References are works I've cited throughout my discussion	True	False
One sentence can be considered a paragraph	True	False
My main body of discussion contains the main thrust of my arguments, as well as my discussion of the topic	True	False
My conclusion draws together all the main points discussed in my assignment	True	False
Bibliography is everything I've read as background information for my assignment topic	True	False



Activity 7.5 Goals

Achievable Goal

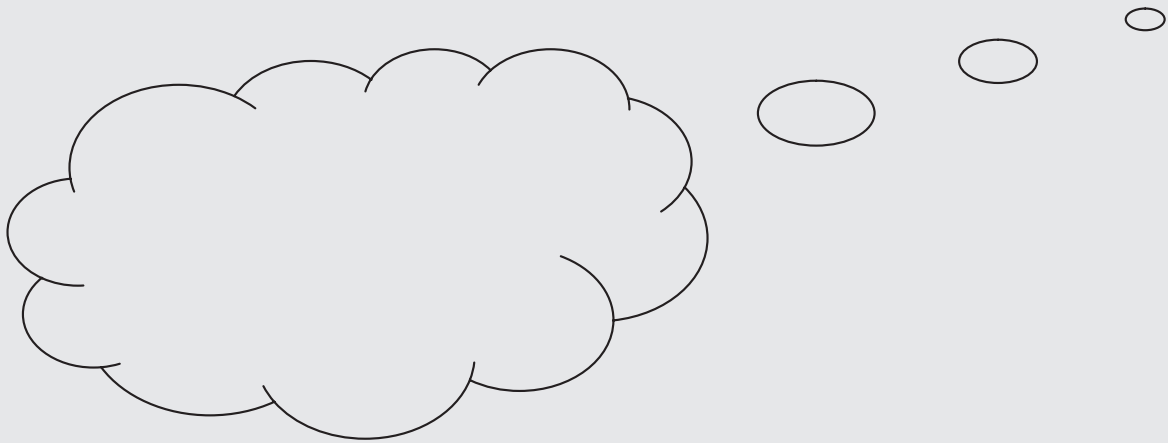
Action

Deadline



Activity 7.6 Think free, write free

Find it hard getting your thoughts on paper? Struggling, feeling blocked? Then do some free thinking writing. Write anything for five minutes – a letter to a friend, a diary entry, a poem about how you're feeling at that moment. Become friends with the paper and the writing, free up your thought processes and unlock your block. How do you feel now? Feel that helped? Can you put words to that?





Activity 7.7 Personalised blockbuster cards

Jot down:

- a positive thinking slogan
- your favourite quote
- a previous challenge or task you handled well
- a positive quality you value in yourself
- a positive quality others value in you
- a stress-busting catchphrase
- a comment about how well you're doing in your studies
- a mini map of your progress
- a mini map of your writing progress
- a note of your goal and reward



Activity 7.8 Unlock the block

Any idea what's blocking you? Note it, action it and unlock it.

Block (tiny concerns)	Action (tiny goal)
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Activity 7.9 First draft checklist

Things to do

Done (✓)

present my section headings and themes in a logical sequence

write down my ideas as I think of them

make sure I reference things accurately

start writing the section I know most about or the one I find easiest to work with

make sure each paragraph or section presents a new development in my discussion

make sure the content of each paragraph connects with the previous one and shows development in my discussion

write a rough introduction as a guideline

make sure I write in the third person and not the first, or a mixture of both

make sure I write in the active voice and not the passive, or a mixture of both



Activity 7.10 Second draft checklist

Things to do

Done (✓)

read over my first draft quietly; does anything jump out that seems out of place or doesn't flow? Highlight this for future reference in a second, closer reading

re-read my first draft as a close reading

check the logical sequence of information in sections and sub-sections, and change the order, where necessary

remove information that's irrelevant, misplaced or is padding

add information that supports my discussion

re-write chatty language into formal academic style

add academic pointers that inform the reader of the sequence of my discussion

check all my references (including supplementary references)

check that all my quotations are accurate and correctly acknowledged

write my conclusion

re-write my introduction, checking that all points in my main discussion are logically and systematically presented



Activity 7.11 Final edit checklist

Things to do

Done (✓)

check my assignment structure

check that I've not repeated the same information in several different ways

make sure my discussion flows logically

add any academic pointer that I've omitted

use a thesaurus to give me some alternative words or phrases

use a spell-checker to correct any errors I've made

double-check that all my references are accurately recorded

double-check that all my arguments are supported with relevant evidence
