

## Academic Writing Student Work Sheet: Planning your Work

**Links to:** Approaching the Question, How to Structure a Paragraph, Using Evidence to Develop your Argument

### Introduction:

This worksheet is designed to help you to produce a coherent and well structured piece of writing. Planning your work will help you to organise your ideas into linked themes and then to develop a reasoned and well structured argument. There are examples of note-making styles which you could use to help get your ideas down on paper and to structure your thoughts. There is also a table to help you to structure your work using assessment criteria to calculate how much to write for each section.

### Activity:

Use the **limiting words** in your assignment brief, and information in the assessment criteria to decide on how you will structure of your work. The table below is an example of how your assignment may be divided up:

Section	Points	Research
<b>Introduction</b> Approximately 10% of total length	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>Main body</b> Approximately 80% of total length	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	
<b>Conclusion</b> Approximately 10% of total length	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	

## Activity 2:

Identify specifically what the assignment question is asking you to do using the Worksheet: *Approaching the Question*. You can now start to select the information that you require using your Programme/Module Handbook for a reading list and searching for relevant journals and articles through your library database. Then use one of the note-making styles below to make notes on your initial thoughts and ideas.

### Note-making styles:

Use the *Planning your Work* Information Sheet to find examples of these note-making styles.

- Enter your assignment title in the box below:

Assignment Title

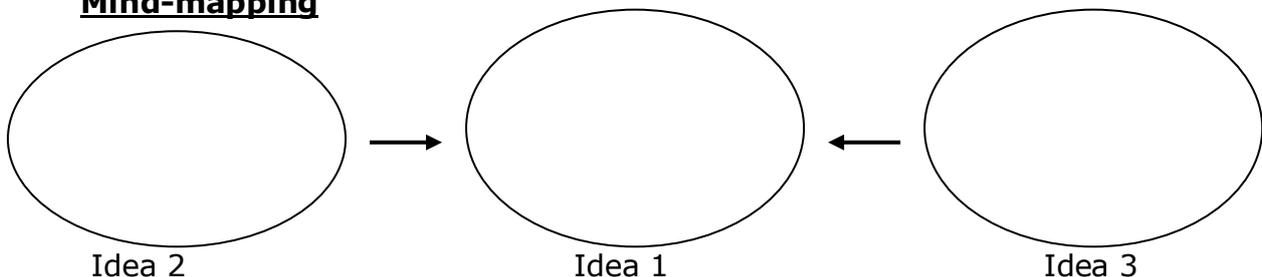
### Linear Notes

Heading
<u>Subheading 1</u>
<u>Subheading 2</u>

### Cornell Notes

Assignment Aims	Notes

### Mind-mapping



### Conclusion:

Whichever style you choose, spend time writing down and organising your thoughts. This process will help you to structure your argument. It is also worth remembering that your thoughts and ideas will develop over time and the more you put into the planning stage, the better the finished assignment will be.