Tackling an Assignment – Working Backwards from a Deadline

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | How long will it take? | When will I do it? | How long it actually took |
| Getting started   * Deconstructing and interpreting the question/brief * Working out what is required – learning outcomes and objectives * Early brainstorming, reflection, and discussion with others |  | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ |
| Research   * Working out which information/data you need * Working out search terms and sources * Searching and collating information – books, journal articles, grey literature * Active reading – engaging, digesting, reflecting, note-making |  | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ |
| Planning & organising the content     * Grouping and organising information (themes) * Selecting what to include * Line of argument – where do you think it is going? |  | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ |
| Writing draft versions   * First draft – write badly, write early * Next drafts – point of each paragraph? Evidence/references? * Later drafts – Flow? Clarity? Introduction and conclusions (Line of argument – what have you actually said?) * Likely number of drafts? |  | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | A black rectangle with a black background  Description automatically generated with low confidence  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ |
| Completing the task   * Reference list * Writing the final draft * Checking through the work – proofreading * Final deadline |  | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_  \_\_\_\_\_\_\_ |

Use this information in planning your next assignment

**Reflect on the process**

What have you learnt?

What will you do differently next time?

Once you have received your feedback?

Reflect on your feedback. Write down any questions or anything you don’t understand. What did you do well? What do you think your strengths are? How could you improve? What actions are you going to take to improve for your next assignment?

Please make some notes in this box to take along to your personal tutor meeting.