



Approaching an Academic Assignment

1. Break down the assignment question/brief

- Understand what are you **generally** being asked to read and write about
- Identify the **focus** of the assignment
 - ⊕ Is there more than one?
- Identify what the assignment is **instructing** you to do (e.g., discuss, evaluate, compare and contrast)
 - ⊕ Keeping this in mind will help you to write a response which directly answers the assignment question

2. Get organised

- **Plan backwards** from your deadline so that you allocate enough time for everything
- Don't forget to set aside time for **breaks!**
- Set yourself **regular and realistic goals** to help keep you on track
- Think about the **resources** which you may require to complete your assignment

3. Read strategically

- **Be selective** when reading to help make sure you incorporate relevant literature into your work – speak with your [Academic Liaison Librarian](#) for guidance
- **Skim** read the text first to decide whether it relates to your assignment
- Read over **the relevant sections** in detail and make notes at the same time

4. Be an active note-maker

- **Be specific** about how the point you are writing down relates to your assignment
- Employ a **questioning attitude** when engaging with sources
- Thinking about **why** you have chosen to write something down will help you to construct critically engaged notes
- Remember to **keep a record of all bibliographic information** for referencing purposes

5. Get support and feedback

- Book a **one-to-one appointment** with an ASK Adviser to discuss your work: <https://libcalendar.brunel.ac.uk/appointments/ask>
- Attend an **ASK workshop** to get help with various aspects of academic writing: <http://libguides.brunel.ac.uk/ask>
- The ASK team also offers support with **maths, stats, and SPSS**
- More guidance on academic writing can be found on **under the ASK tab on BBL**

