# Assignment Planning Guide

Break tasks into *manageable chunks* and consider the *time required* for each section. Work backward from the due date when planning dates to complete each task. Plan to begin your assignment **AT LEAST 3-4 weeks** before the due date.

<table>
<thead>
<tr>
<th>Steps</th>
<th>HD Hints</th>
<th>Date to complete</th>
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</table>
| **1. Understand the question**  
  - Read the task description and the assessment criteria.  
  - Word count? Genre/writing structure?  
  - What does the task involve? What do I need to research? Clarify with lecturer if needed | Read the HD criteria in the rubric to guide your writing. | By end of week one of semester: |
| **2. Research**  
  - Gather and synthesise background information, peer reviewed articles, data etc | Use the library libguides to guide your research. Make sure your sources are academic. | Five weeks prior to Due Date: |
| **3. Plan**  
  - Begin your analysis  
  - Write down points to cover in each paragraph along with relevant information gather during your research and from subject materials  
  - Put references with each paragraph so it is easy for you to locate information during the writing stage | Use dot points, key ideas for each paragraph to develop an outline.  
  Plan your references and where you will put citations before you start writing. | Four weeks prior to Due Date: |
| **4. Write first draft**  
  - Use the plan you have created to write your first draft | Write paper in your own words, but use evidence to support your position.  
  Follow the required document format and use relevant headings where asked to do so. | Three weeks prior to Due Date: |
| **5. Review**  
  - Have your assessment critiqued by a peer – give your writing to someone else to read  
  - Submit to Studiosity for online feedback on referencing, paragraph structure, grammar | Studiosity is available for feedback and after hours help through your subject site. | Two weeks prior to Due Date: |
| **6. Redraft**  
  - Respond to feedback, edit and proofread  
  - Use feedback you have received to make improvements to your assessment and edit and proofread your draft  
  - Read it aloud to yourself – you will be amazed at the mistakes you pick up using this strategy  
  - Make sure you have adhered to the word limit and that you have referenced correctly. Leave your writing for a day or two at this point | Technical marks are easy to lose.  
  Read the final copy aloud to ensure it makes sense.  
  Check word count.  
  Aim to complete your draft a few days before the due date so you can edit and proofread with ‘fresh’ eyes. | One week prior to Due Date: |
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<tbody>
<tr>
<td><strong>7. Submit</strong></td>
<td><em>Must be submitted to Safe Assign with a signed assignment cover sheet.</em>&lt;br&gt;<em>Must submit a hard copy to the drop box.</em>&lt;br&gt;<em>Assignments with unsigned cover sheets will not be marked.</em></td>
<td><strong>Due Date:</strong></td>
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<tr>
<td>• Go over your final draft one last time and make any necessary alterations</td>
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<td>• Check submission requirements, safe assign? Hard copy?</td>
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<td>• Submit your assignment!</td>
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**Handy hints:**
- Make a plan: 1/3 - planning and research, 1/3 - writing, 1/3 – editing
- Follow formatting instructions in the subject outline - font, double space, single page
- Peer Advice Desk – drop in
- Visit the Library Help Desk for referencing advice
- Use Studiosity for grammar and formatting advice
- Visit our website: [https://www.jcu.edu.au/students/learning-centre/assignments](https://www.jcu.edu.au/students/learning-centre/assignments)