**How do I structure my assignment?**

**From Coleman – Polish Your Academic Writing**

What goes where?

Check to ensure you have started at the beginning, introducing what you are doing, where, when, and why. The introduction is the guiding map for the whole of your academic writing piece. Maintain the order of your reasons, answers, points, and arguments from the introduction throughout. Keep a numbered checklist from your introduction and make sure you have included everything in the correct place. Check that your topic sentences contribute to your argument and don’t veer off onto something else.

Ask yourself if you really have made your academic writing piece interesting and evenly paced with a logical sequence of paragraphs. This will help to maintain your reader’s attention throughout. Summarise in the conclusion without including any new information.

Your academic writing piece must have:

* An introduction that sets the scene.
* A main body that details your reasons, answers, points and arguments.
* A conclusion that summarises your main reasons, answers, points and arguments, without introducing any new information.

**Introduction:**

* What are you doing?
* Why are you doing it?
* Introduce reasons – complete the table below to order your reasons, answers, points, arguments and evidence.

**Main body:**

* Maintain the order of your reasons, answers, points and arguments.
* Sustain your arguments.
* Check your topic sentences contribute to your argument.
* Order your paragraphs logically.

**Conclusion:**

* Summarise without introducing any new information.
* Confidently round up your reasons, answers, points and arguments.

**Task 1**

Choose an exam question to work with. Have a go at completing the following tables to help you decide which bits go where.

**Introduction**

|  |  |
| --- | --- |
| What are you doing? |  |
| Why are you doing it? |  |
| Reasons/answers/ points/arguments |  |
| Basic evidence list |  |

**Main Body**

|  |  |
| --- | --- |
| In-depth evidence list to help you develop and sustain your reasons/answers/ points/arguments | Supporting Evidence:  Opposing Evidence: |
| Number of paragraphs? |  |
| Number of topic sentences (note – should be the same as above) |  |

**Conclusion**

|  |  |
| --- | --- |
| Summary statement or paragraph. No new information! |  |
| Confident concluding round-up statement of your point or answer |  |

**Task 2: Write the full answer to your chosen exam question.**