Three steps to structuring your assignment effectively.

1. Generate Ideas
   - What do you know already?
   - What have your lectures/seminars discussed?
   - Have you read or seen anything on the topic?
   - Use Discovery and Subject LibGuides to search for academic literature.

2. Organise Ideas
   - Organise ideas into themes/points.
   - Colour-code each theme and colour-code the matching evidence.
   - Work out the best order for your themes/points. Top tip: Put each point onto a PowerPoint slide, and rearrange until you find the best order. (Cooper and Shoolbred, 2016)

3. Structure
   - Introduction: 5-10% of your word count. Write last and use it to signpost the reader.
   - Conclusion: 5-10% of your word count. Use it to recap, summarise & highlight what is important. Do not include any new material.
   - Write more for sections which are allocated more marks.
   - If sections are not allocated marks, treat each equally.
   - Paragraphs should follow the WEED model (Godwin, 2019).

References