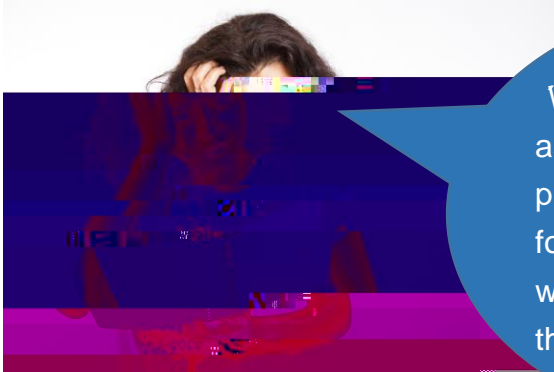


Organising yourself, study and assignments



When I get an assignment, I look at it, put the brief in my bag and forget about it until two weeks before the deadline, then I panic and rush it.

When it comes to assignments and self-directed study, being organised can take a lot of the stress out. It will also help improve your grades.

2. Then look at the word count, and set out a basic plan.
3. First put the essay into 3 sections : introduction, conclusion and main body. Each section is worth a percentage of the word count. Typically the introduction is 10%, the conclusion 10%, and the main body, the remaining 80%.

Here is an example of a 1000 word essay:

- a. Introduction 10% = 100 words
- b. Main body 80% = 800 words
- c. Conclusion 10% = 100 words

4. Then split the main body down further into the different parts of the discussion. For example:
 - a. Introduction 10% = 100 words
 - b. Section 1 40% = 400 words
 - c. Section 2 40% = 400 words
 - d. Conclusion 10% = 100 words

5. You can keep breaking down an assignment until you have covered all the sections you want to.

6. One advantage of doing an essay plan is that it will give you an idea of some of the research you will need to do. For example, looking for research that represents both sides of an argument.

7. With your essay plan done, you can start to think about planning your time . Ask yourself how much time you

10. Having a plan will give you the time to seek help should you need it. This will give you peace of mind \ } [, ã * Á @ Á [~ q ^ Á } Á & @ ã ~ | ^ Á Á ^ cã * Á on with your work as well.