

3-Week Essay Study Plan (Submission Deadline 22 March 2026)

Date	Focus	Key tasks (step-by-step)	Output for the day
Week 1 – Understanding, reading, planning			
	Understand task	• Re-read brief and marking criteria • Highlight key command words (critically evaluate, discuss, mitigate) • Choose essay approach (from the 4 provided)	Clear understanding + chosen approach
	Core reading 1	• Read lecture slides on managerial functions & controlling • Read 1 textbook chapter (e.g., Mullins 2019) • Note definitions and key arguments	Notes on controlling + managerial functions
	Core reading 2	• Read Fayol + systems management sources • Extract quotes/ideas linking to control	Theory notes ready for essay
	Leadership reading	• Review autocratic, democratic, laissez-faire, transformational • Identify how each relates to controlling	Leadership-control comparison notes
	Academic sources	• Find 4–6 journal articles via library database • Save citations in Harvard format	Source bank started
	Plan essay	• Create detailed essay outline (intro + sections + examples) • Decide business examples	Full paragraph plan

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Sun 8 Mar	Write introduction	• Draft ~200-word introduction • Draft short section explaining managerial functions	Intro + functions section complete

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Week 2 – Drafting main body			
	Section 1 drafting	• Write 400 words: why controlling is essential • Include critical evaluation + example	Section 1 draft
	Improve section 1	• Add references • Strengthen critical language	Polished section 1
	Section 2 drafting	• Write 400 words: theories/models linked to controlling	Section 2 draft
	Improve section 2	• Add leadership comparisons • Ensure theory integration	Polished section 2
	Section 3 drafting	• Write 400 words: challenges of controlling • Include behavioural and measurement issues	Section 3 draft
	Section 4 drafting	• Write 400 words: mitigation strategies • Link to leadership and systems thinking	Section 4 draft
	Conclusion + full draft	• Write 200-word conclusion • Compile full essay draft	Complete first full draft (~2000 words)

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Week 3 – Editing, feedback, submission prep			
	Structural editing	• Check flow between paragraphs • Ensure argument answers the question • Check word balance	Improved coherence
	Critical depth	• Add evaluative phrases • Strengthen comparison of leadership styles	More critical analysis
	Referencing	• Format Harvard references • Ensure in-text citations match reference list	Complete reference list
	Feedback stage	• Ask peer/friend to read • Review tutor guidance/marking rubric	Feedback notes
	Final revision	• Edit clarity and grammar • Check word count ($\pm 10\%$) • Ensure examples are integrated	Near-final version
	Turnitin check day	• Submit draft to Turnitin (if allowed) • Review similarity report • Fix paraphrasing/referencing issues	Final submission version
	Submission day	• Final proofread (read aloud) • Check formatting (font, spacing, student ID) • Submit to Moodle Turnitin before 14:00	