

Assignment Structure and Template Guidance

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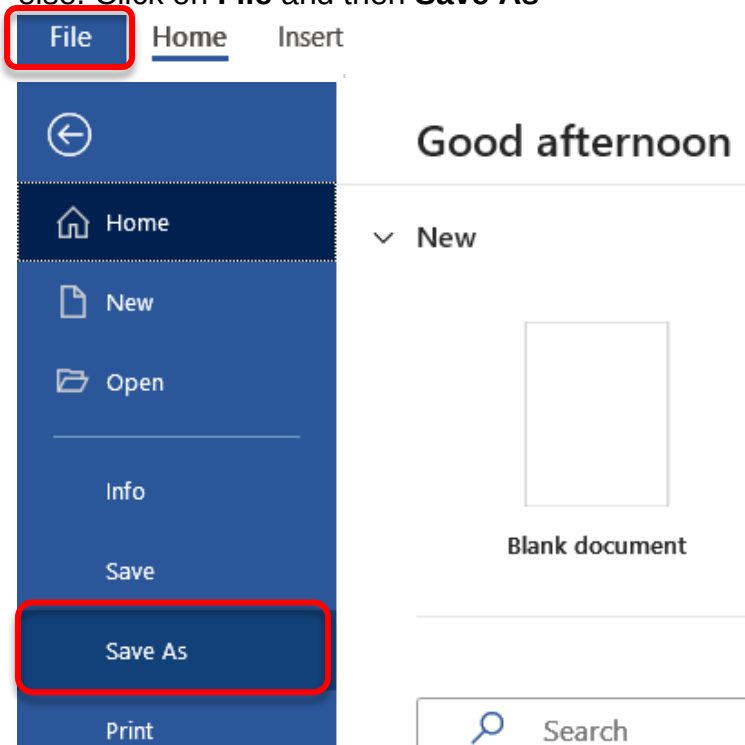
Generic Assignment Template

As you go through your course you will often be asked to produce a *written report* containing an automatic Table of Contents with section headings as this gives a professional feel to your work right from the start.

If you would like to make use of a generic assignment template created for this purpose, this could save you much time and effort.

Saving the Template

Once you have downloaded the generic assignment template (from Moodle or Team files) open and save the template file in the following format before doing anything else. Click on **File** and then **Save As**

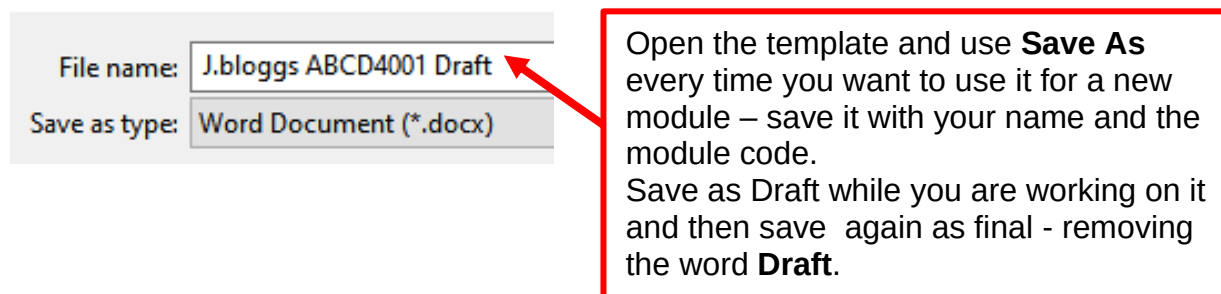


Browse to where you want to save the file (remembering where you have saved it!) and save it **as a template** and then close the file.



You can then open the template and save as a draft for the module you are working on as shown below - using your own name and relevant module code, obviously!

You can re-use the template for every written assignment if you wish – just remember to save it with the new module code each time.



Tip:

If you don't use **Save As** and just click Save, your computer will just save the file with the original name and will save it in a default location, which may not be where YOU want to save it. **Take Control!**

Saving your Assignment meaningfully

When you have completed your assignment and are ready to submit via Turnitin, always save your assignment submission file in the following format, using your own name and relevant module code.

Original Submission

Initial and Last Name, Module Code

Example: j.bloggs ABCD4001.docx

Resubmission

Initial and Last Name Module Code RESIT

Example: j.bloggs ABCD4001 RESIT.docx

This will enable you to find and identify the files easily on your computer AND allow Tutors and External Examiners to locate student files quickly and easily.

Using the Template

The template contains:

- A cover sheet which you need to complete with the relevant details
- A declaration that the following assignment is **Your Own Work**
- A **Table of Contents**
- **Generic Headings and Sections**

You can then rename the sections and/or delete as needed.



Module Assignment Submission

Student Name:	A. N. Other
Student Number:	1234567
Module Code:	ABCD****
Module Title:	Name of module

Statement of Confirmation of Authenticity

By the act of making this submission, the student declares that this is the work of the student named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the student acknowledges that an assessment offence has been committed.

Table of Contents

Introduction	3
Section 1	3
Section 2	3
Section 3	3
Section 4	4
Conclusion	4
References	5
Appendix 1	6
Appendix 2	7

Section Headings

These headings use the inbuilt Headings in Word. If you don't use these inbuilt Headings, you will not be able to create or update an automatic Table of Contents.

Changing the Headings

You will need to rename each Section to suitable Section Headings, depending on the module. The easiest way to do this is to highlight the Heading with your mouse (click and drag the mouse across the word)

Section 1

You can then type over it with the text you want as your Heading

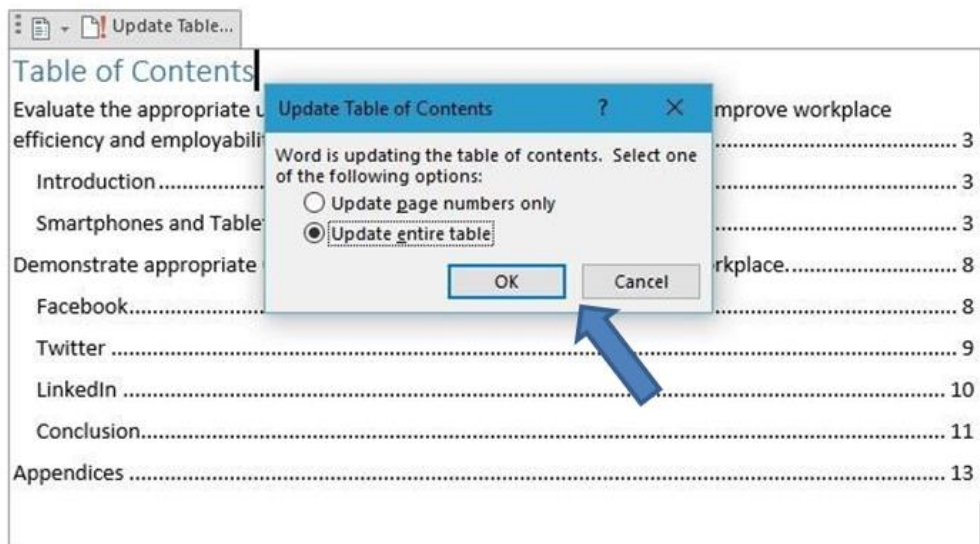
Trust in Teams

In this example, the Heading **Section 1** has been changed to **Trust in Teams**

Updating the Table of Contents

When you have changed your Headings, you will need to update your Table of Contents (**TOC**) to reflect these changes.

Go to the Table of Contents at the start of your assignment and left click on it near the top. An Update Table tab should appear. Click on that and choose **Update entire table**, click OK and it will update with your changes.

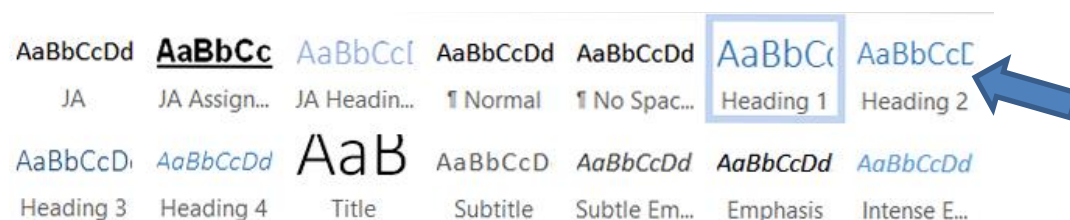
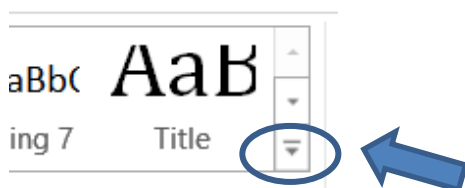


Inserting new Headings

If you need to insert a new Heading, use the inbuilt Headings on the **Home Tab** in **Word**

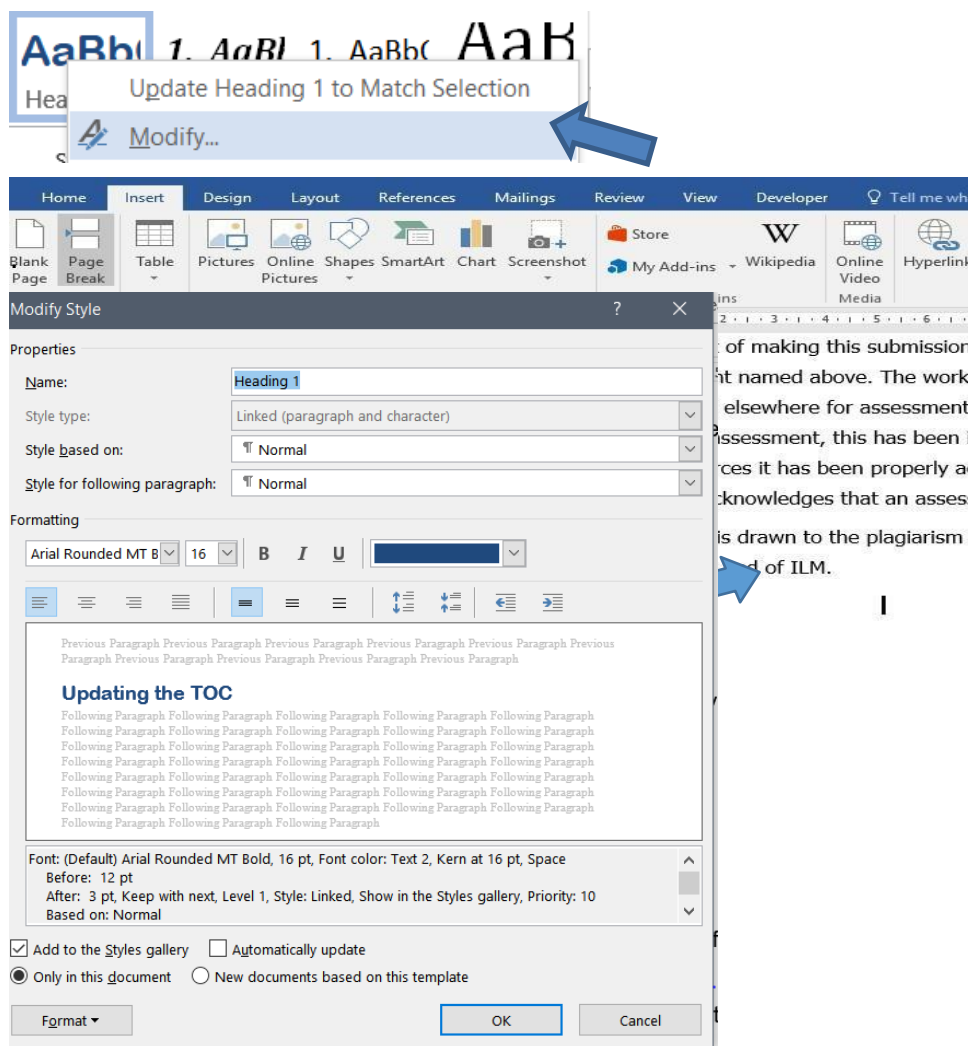


Clicking on the small down arrow at the end of the Headings box gives you more options.



Heading 1 or **Heading 2** are usually the most suitable to use and you can modify the Defaults if you need to.

Right click on the Heading you want to change and click on **Modify**.



You can then make any changes you want in the dialog box that opens - as shown above.

Inserting your own Table of Contents

Sometimes you might want to create your own Table of Contents and this is how to do it. Use an inbuilt Word Heading for each section (as shown above) and then when your document is ready, go back to where you want your TOC to appear (usually on the page immediately after your title page), click on the bottom of your title page as shown by the arrow, go to the *Insert tab* and then *Page Break*.

When in the new page, go to the *References* tab and click on the down arrow on *Table of Contents*. Choose Automatic Table 1 or 2 and a Table of Contents will appear as shown below.

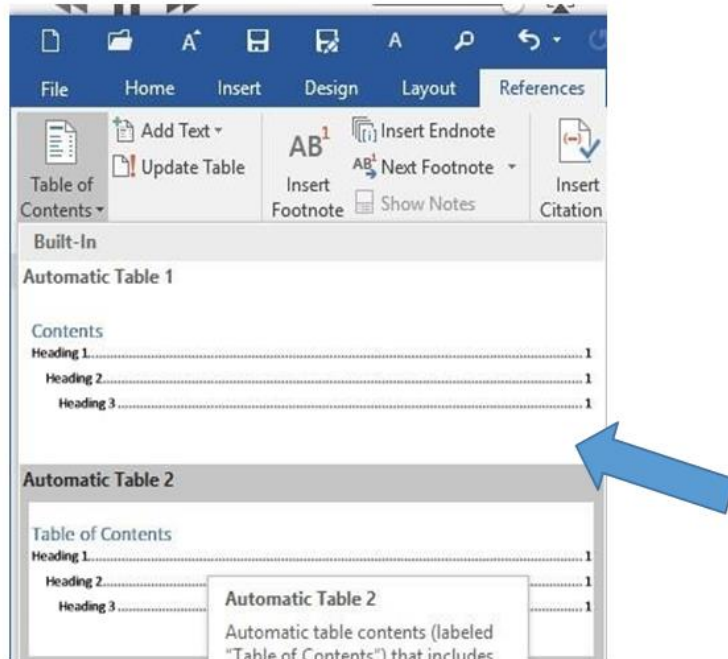
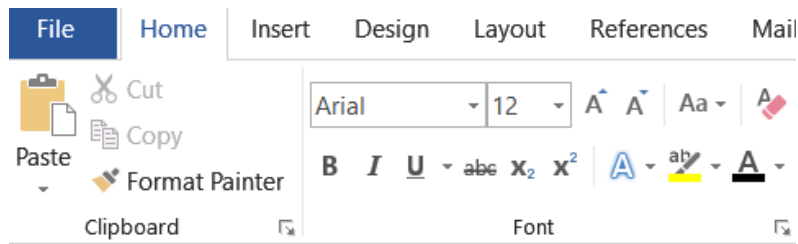


Table of Contents

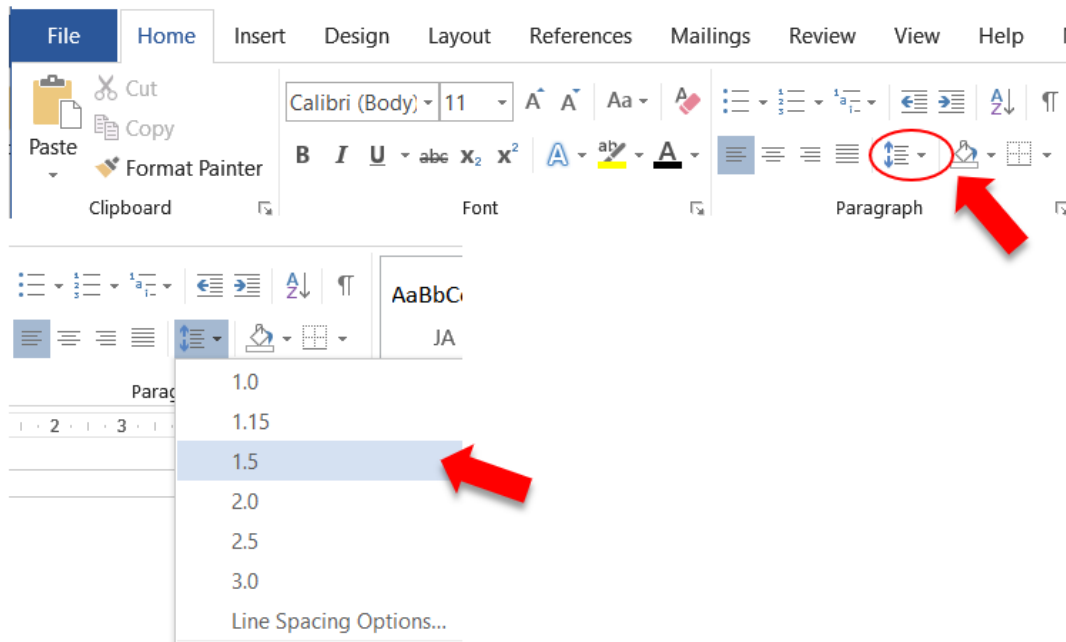
Introduction.....	3
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Fonts and Line Spacing

Use a standard font such as Arial or Calibri in size 11 or 12 (this is Arial size 12)
 You don't want your text to be too small but you don't need it be huge either



Use 1.15 or 1.5 Line spacing to make your paragraphs easier to read.



This is 1.0 (single) line spacing
This is 1.0 (single) line spacing

This is 1.15 line spacing
This is 1.15 line spacing

This is 1.5 line spacing
This is 1.5 line spacing

Ensure that you keep to the same font type, size and line spacing throughout your assignment.

If you have added sections as you go and they **are** different, this is how to make all sections the same before final submission

Use Ctrl A on your keyboard or hold down your left mouse button and drag across the text to highlight it

Transition words

- o Show order/sequence: first, then, next, finally, secondly, thirdly, began, ended
- o Show time: soon, then, finally, previously, later, last, meanwhile, earlier, at the same time, subsequently, following on from, when, immediately, upon, since
- o Add some ideas: again, and, besides, therefore, also, additionally, indeed, moreover, another, as well, likewise, furthermore, finally, next
- o Show cause and effect: thus, hence, therefore, consequently, so, because, since, then, finally, accordingly, for these reasons, as a result, on that account
- o Indicate a summary: in brief, finally, in conclusion, to conclude, lastly, in summary, on the whole, to sum up, in fact, indeed, in other words

With text still highlighted, choose your preferred text font and size

