

SfWP Guidance Notes on producing Professional Assignments

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If you follow these simple guidelines, your assignments will always look professional and contain interesting, readable content which will gain you more marks for presentation.

Layout

Always use a SfWP coversheet

Skills for the Workplace Module Assignment Submission

Student Name:	Your Name
Student Number:	Your Student Number
Module No:	EMPL40XX
Module Title:	Name of Module

Statement of Confirmation of Authenticity

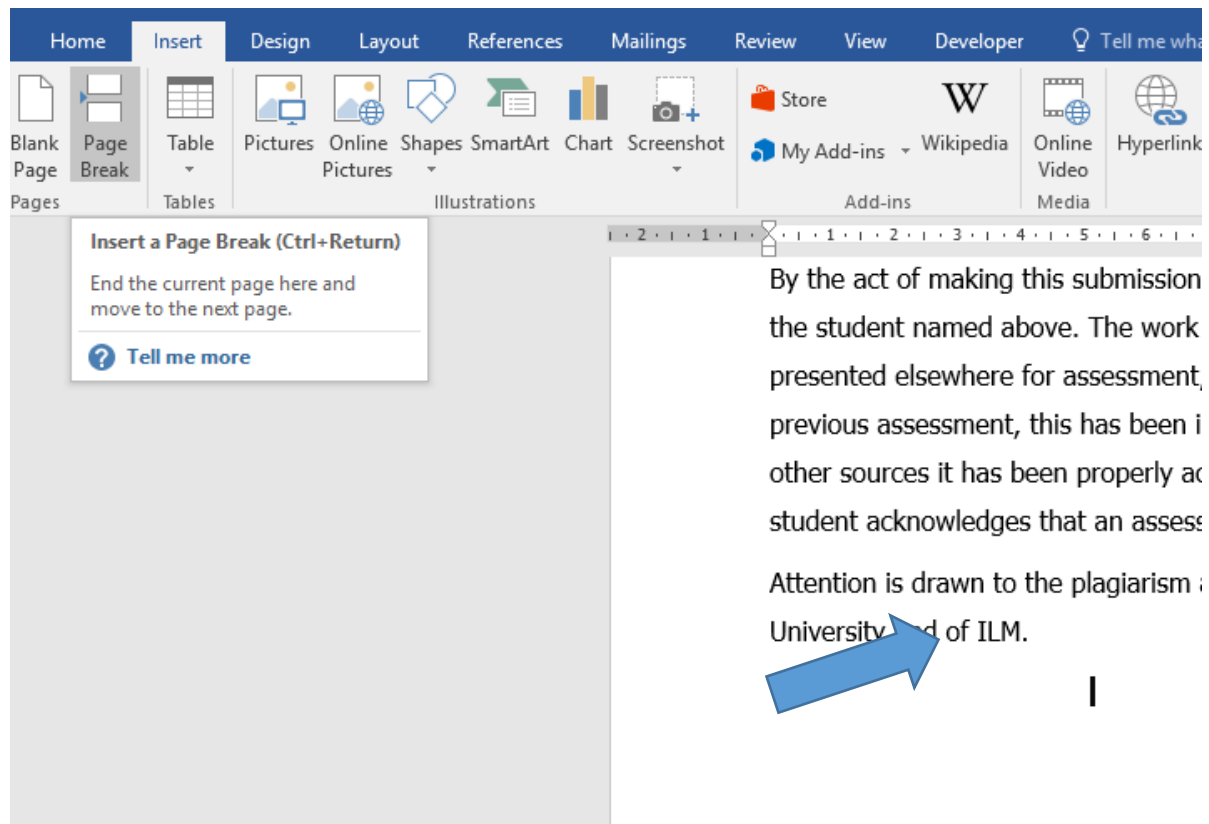
By the act of making this submission, the student declares that this is the work of the student named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials 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.

Attention is drawn to the plagiarism and unfair practice policies of both the University and of ILM.

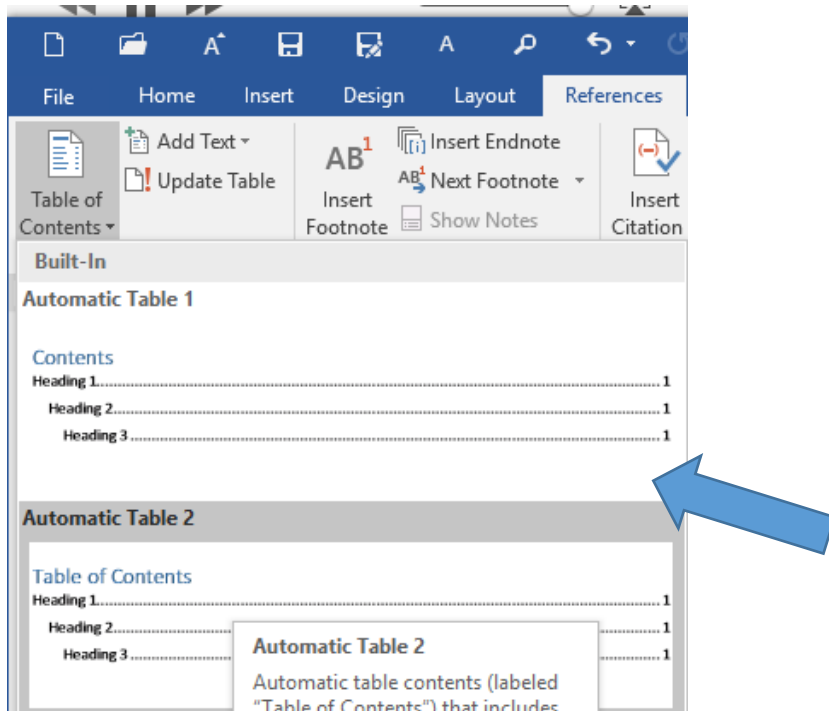
Copy and paste this into your assignment first page before your Table of Contents.

Use a built-in Word Table of Contents

Use a Heading for each section (see below) and then when your assignment is completed, go back to your cover sheet, click on the bottom of that page as shown by the arrow, go to the Insert tab and then Page Break.

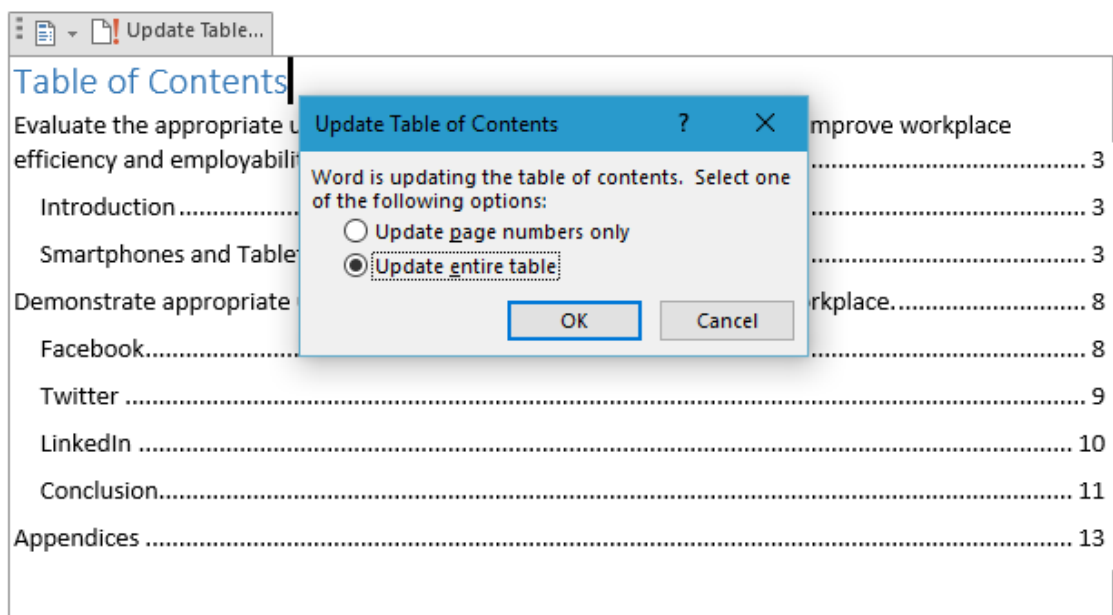


When in the new page, go to the References tab and click on the down arrow on Table of Contents. Choose Automatic Table 1 or 2 and a Table of Contents will appear.

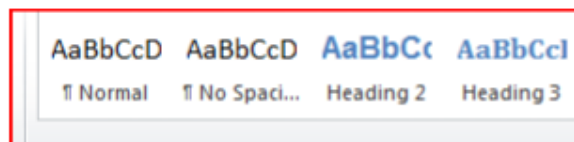


Updating the TOC

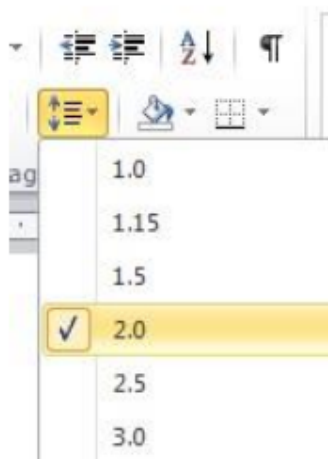
If you make changes and want to update your Table of Contents to reflect these changes, click on the Table of Contents near the top and an Update Table tab should appear. Click on that and choose Update entire table, click OK and it will update with your changes.



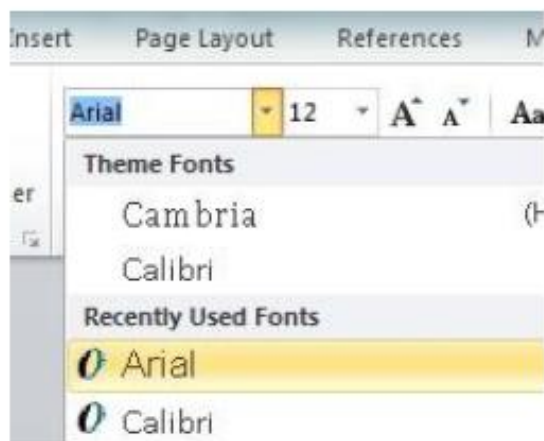
- Use headings for each section



- Break up large sections into distinct paragraphs
- Use 1.5 or 2.0 line spacing for easy readability.



- Use a standard font such as Arial in size 11 or 12



Content and Grammar

- Write in the third person as if writing a newspaper article, except when you are writing a personal reflective account. (*See third person writing guidance on Moodle for guidance on this*).
- Provide a short(!) introduction saying what you are going to talk about (required) and a conclusion (if it seems relevant and appropriate).
- Take care when using proper nouns (names of people, places or things).
- Use capitals and spell company and product names correctly.
- Examples include Apple, iPad, iPhone, Microsoft etc. (This also includes local businesses and places of course).
- Use correct punctuation and don't have endless sentences which are essentially a collection of phrases separated by commas.
- Use 'conjunctions' (joining words) such as '*and, but, also, because*' instead of too many commas and consider using shorter sentences when appropriate.
- Do not write in the 'chatty' familiar tone and language that you would use with friends.
- There is no need to be too formal and 'stiff' in your tone though.
- Think of your assignment as a professional business report that you would produce for your Manager and use an appropriate tone and language (*See resources on EMPL4004 for guidance on this*).
- Avoid offering a personal opinion *unless specifically requested to do so*. Try to remain detached and impartial in your writing, providing evidence of different viewpoints if relevant to the assignment brief.

- Ensure you proofread your final submission for 'readability'.
- Students often have a tendency to begin well, but become more rushed towards the end and some sentences either don't make sense or appear disjointed when read over again.
- Have you used the same adjectives too many times in one paragraph, for example?
- Avoid using words such as 'great' as a positive adjective. Substitute this with good, excellent, useful, helpful etc.
- Read your sentences aloud to yourself. Do they make sense?
- Have you repeated yourself?
- Does it sound interesting?
- Would you enjoy reading this assignment yourself?
- Ensure you have referenced correctly. If unsure about this – please ask!