



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Professional Writing Skills The Basics:

Julia Ault

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtsd.ac.uk

Assignment Structure

Always use the generic assignment template provided.

This will ensure that your assignments will contain:

- A coversheet (required, as it contains a declaration that the assignment is all your own work)
- Table of Contents
- Suitable margins
- Sections to structure your work under specific content headings

Assignment Coversheet



PRIFYSGOL CYMRU
Y Drindod Dewi Sant
UNIVERSITY OF WALES
Trinity Saint David

Module Assignment Submission

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

Assignment Coversheet

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.

Permission for ILM to use this script

ILM uses learners' submissions – on an anonymous basis – for assessment standardisation. By submitting, both the centre and the learner agree that ILM may use this script on condition that identifying information is removed. However, if you are unwilling to allow ILM use this script, please refuse by ticking the box: ☐

Assignment Template

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

Assignment Template

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**

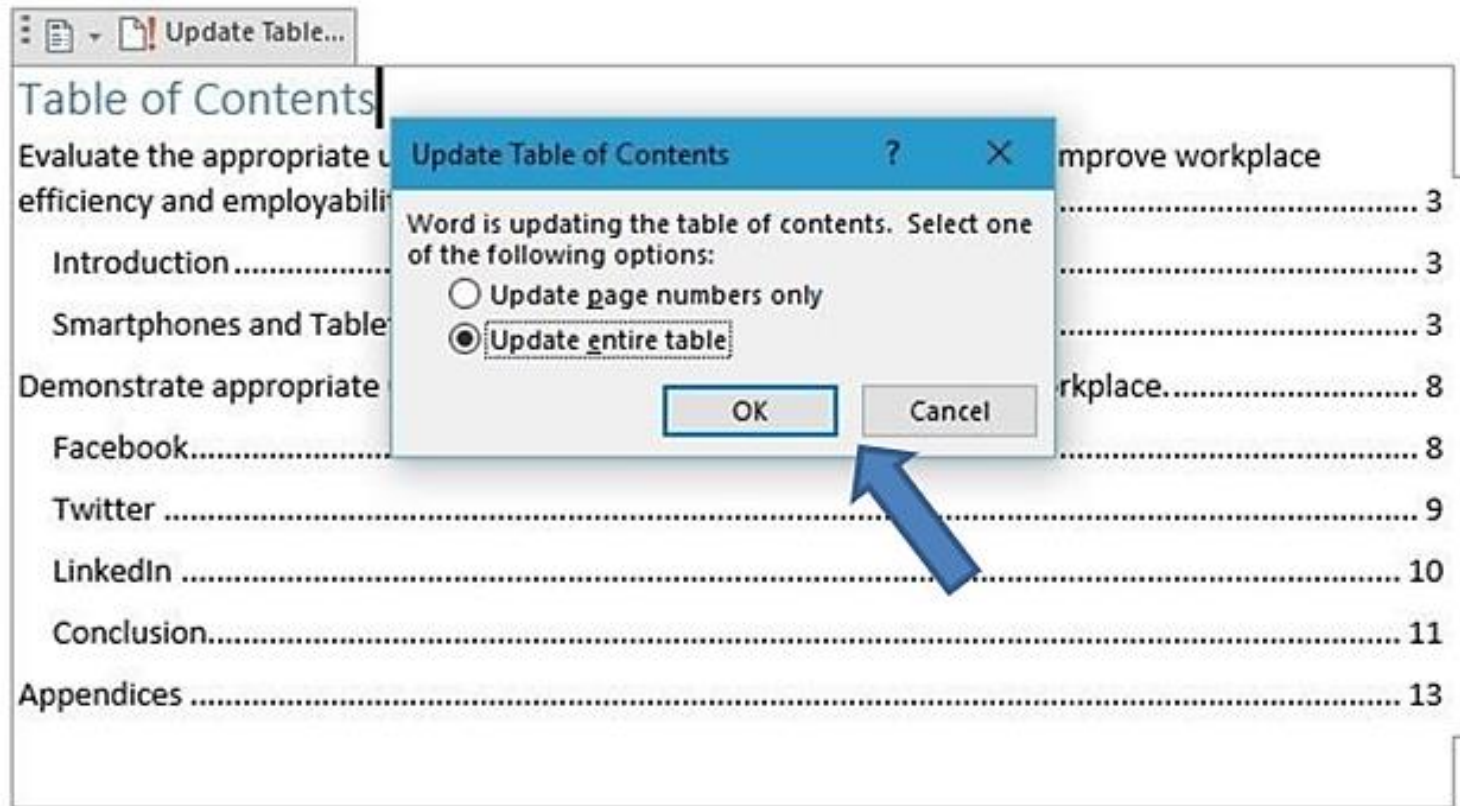
Assignment Template

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.

Assignment Template



Assignment Template

Inserting new Headings

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

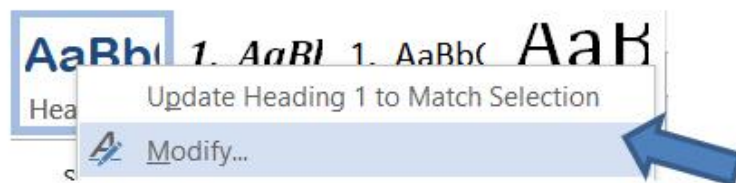


Clicking on the small down arrow at the end of the Headings box gives you more options.



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**.



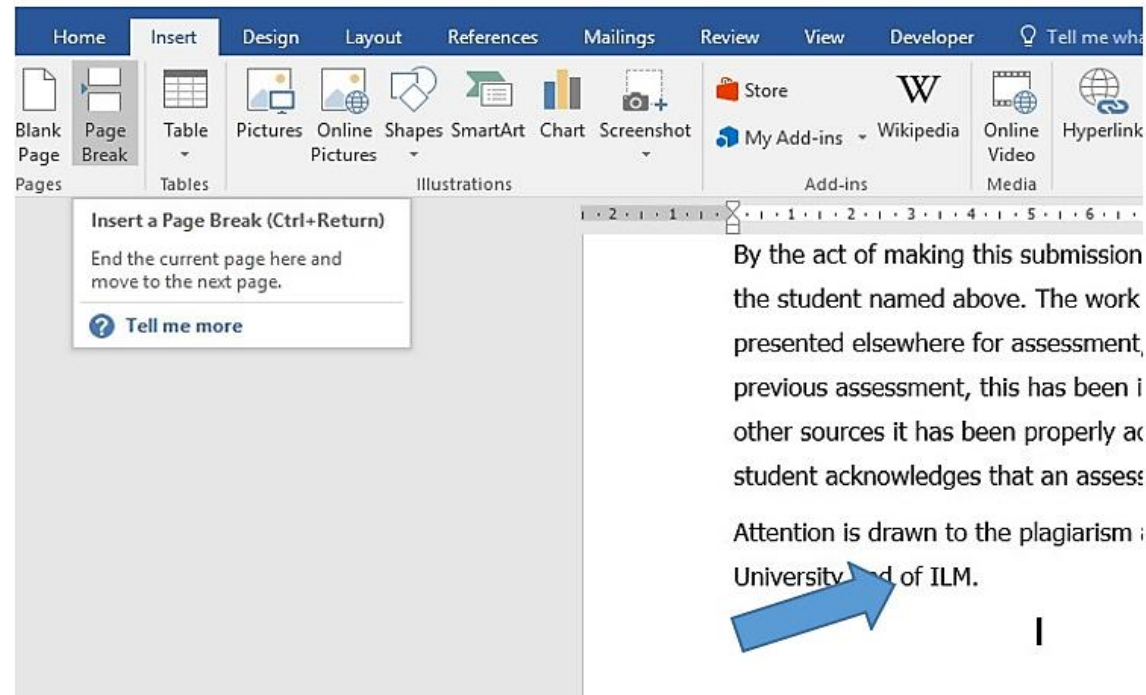
You can then make any changes you want in the dialog box that opens - as shown below.

[illegible]

Inserting a Table of Contents

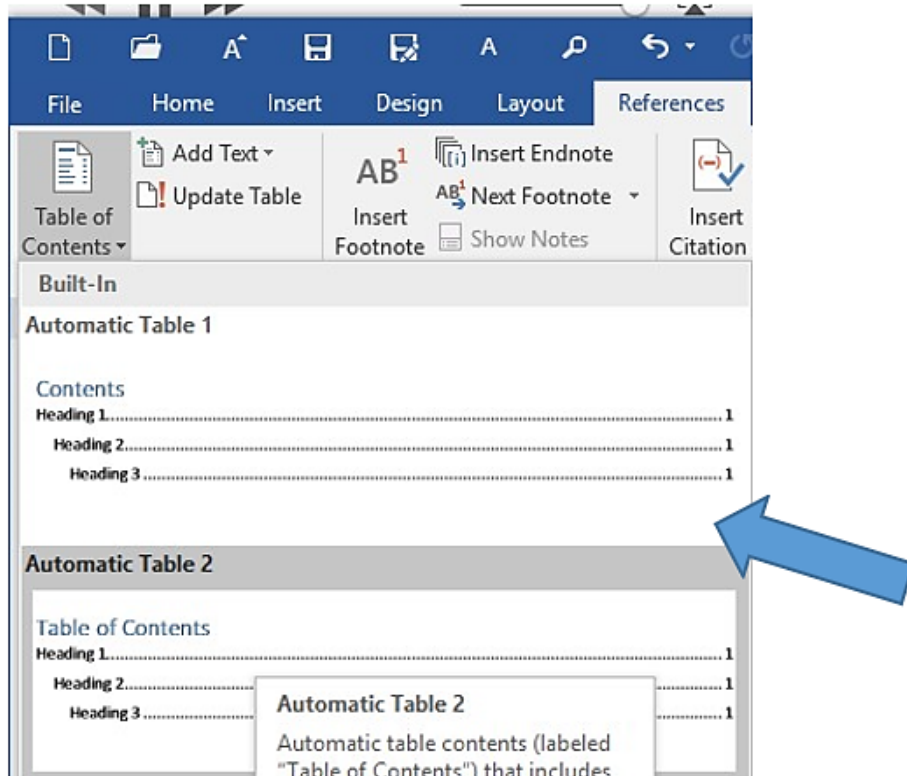
Use a built-in Word Table of Contents

Use a Heading for each section (see previous slides) and then when your piece of work 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.



Inserting a Table of Contents

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.



Assignment Template

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



Assignment Template

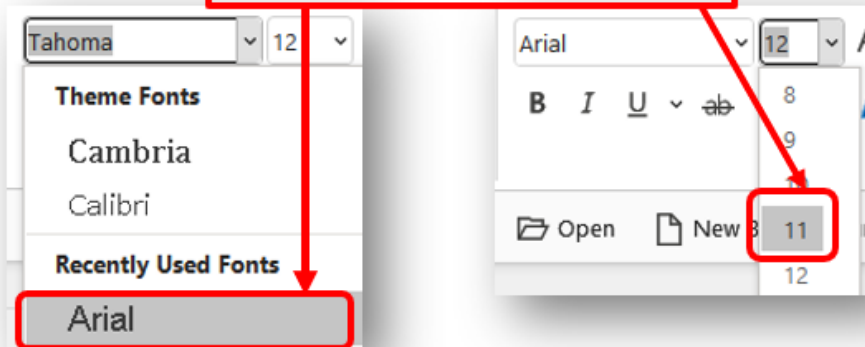
- Keep to the same font type and size throughout your assignment.
- Don't change line spacing in different paragraphs.
- You can highlight your text (Use CTRL A on your keyboard or hold down your left mouse button and drag your mouse over the text).
- With the text still highlighted, you can choose the font and size – this will make everything the same.

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

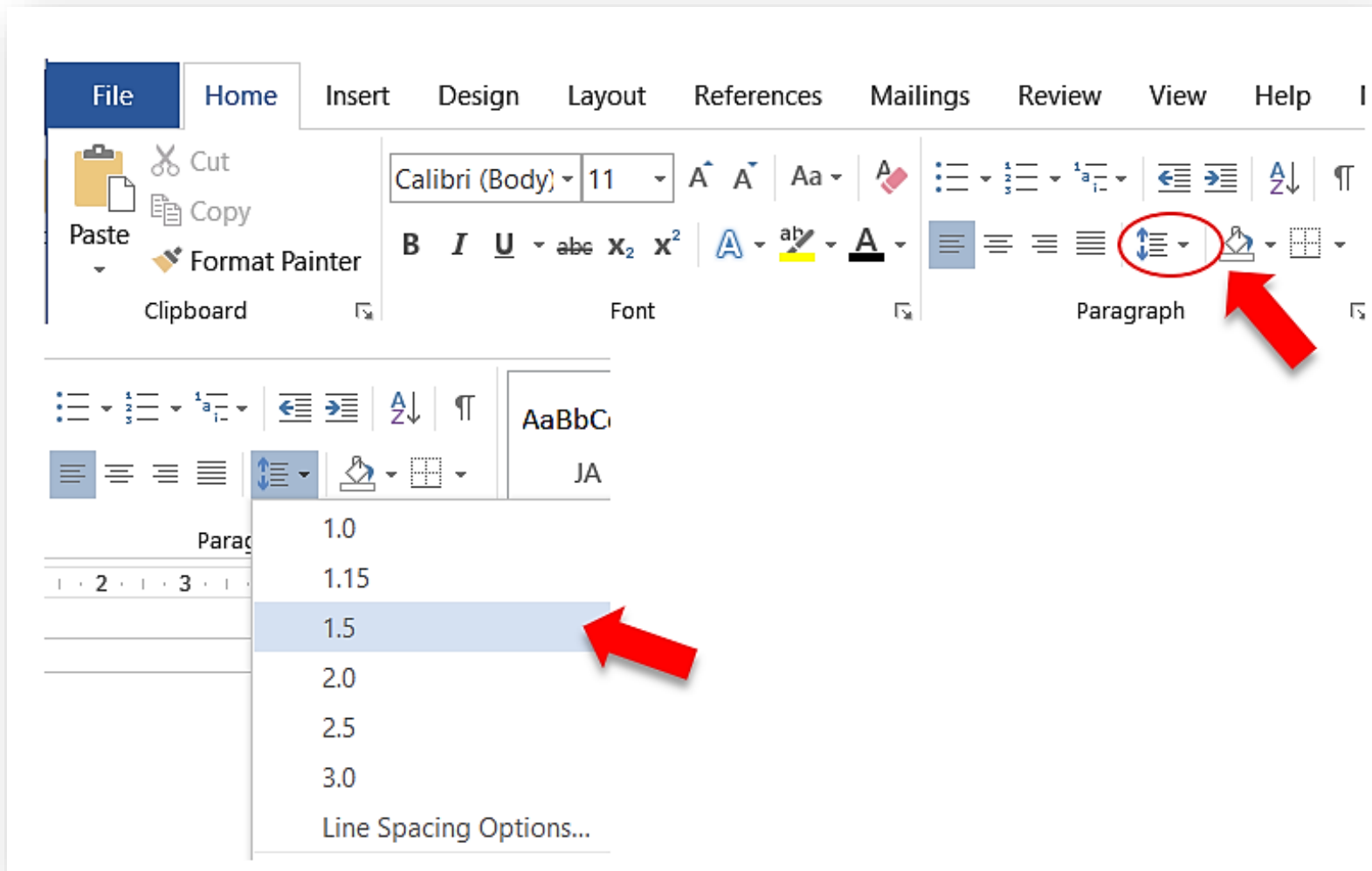
Transition words

- 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



Use 1.5 line spacing to make your paragraphs easy to read.



Content and Grammar

- 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 Moodle for guidance on this*).
- Try to remain detached and impartial in your writing, providing evidence of different viewpoints if relevant to the assignment brief.
- Avoid offering a personal opinion unless specifically requested to do so.

Content and Grammar

- Write in the third person as if writing a newspaper article, except when you are writing a personal reflective account.
- Provide a short introduction saying what you are going to talk about (required) and a conclusion (if it seems relevant and appropriate).
- 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.

Content and Grammar

- 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, Amazon, eBay etc.
(This also includes local businesses and places of course).
- 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.

Content and Grammar

- 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.
- Avoid using words such as '*great*' as a positive adjective. Substitute this with good, excellent, useful, helpful etc.
- Have you used the same adjectives too many times in one paragraph?

Content and Grammar

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?

Content and Grammar

Past Tense

Right

I/You/We/He/She/They **did** some research

I/You/We/They **have done** some research

He/She **has done** some research

I/He/She **was** going out for dinner

We/You/They **were** going out for dinner



Wrong

I/We/He/She/They **done** some research

We/You **was** going out for dinner



Punctuation

Apostrophes

An apostrophe denotes **possession** (belonging to) so only use an apostrophe if you are talking about possession, as in the following examples:

- The boy's dog barked
- The teacher's book
- The four teachers' classes
- One week's experience

Apostrophes

Plurals (more than one) DO NOT
NEED Apostrophes!!

Two Coffee's



WRONG

*(this is actually saying something belongs to the
two coffees!)*

Two Coffees



CORRECT

100's of Free CD's



WRONG

100s of Free CDs



CORRECT

Writing in the Third Person

Writing in the Third Person

Drop the 'I'

If you worked at XXXX and want to comment on something that happened there and are trying NOT to say:

I worked at XXXX and noticed the following....

Don't say:

The author worked at XXXX and noticed the following...

Writing in the Third Person

What to use instead?

Use something like:

Employees at XXXX noticed the following

Or

It was noticed by employees of XXXX that.....