PRIFYSGOL CYMRU
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UNIVERSITY OF WALES
Trinity Saint David

Skills for the Workplace

Assignment Structure
and
Template Guidance

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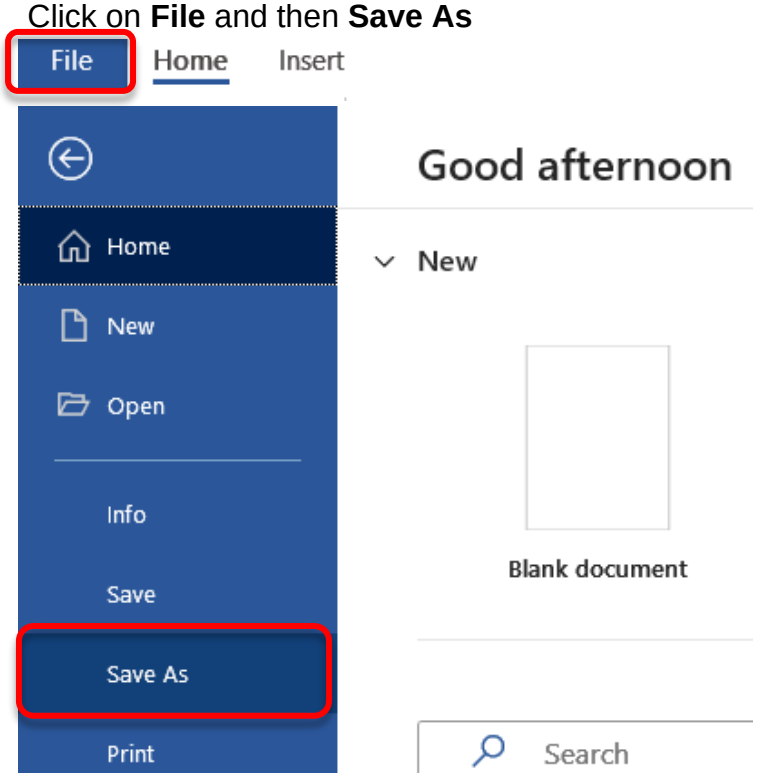
Specific Module Templates

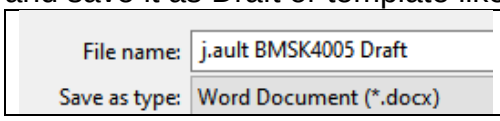
Some modules may have a specific template for you to use which has the Table of Contents already populated with the relevant headings for each section of the assignment.
In this case, you just need to download the template and then save it as shown below.
As you go through the course however, **you will be expected to create your own assignment headings and therefore always having a copy of the generic template to hand will save you much time and effort.**

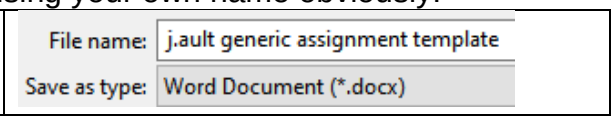
Saving your Assignment meaningfully

Once you have downloaded the assignment template (either the generic one from Moodle or a specific module template that your Tutor will have provided for you), always save the template file in the following format before submitting to Turnitin.
You may wish to save the templates first as drafts until you are ready to submit.
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 Draft or template like this - using your own name obviously!





Original Submission

Initial and Last Name, Module Code

Example: j.bloggs BMSK4008.docx

Resubmission

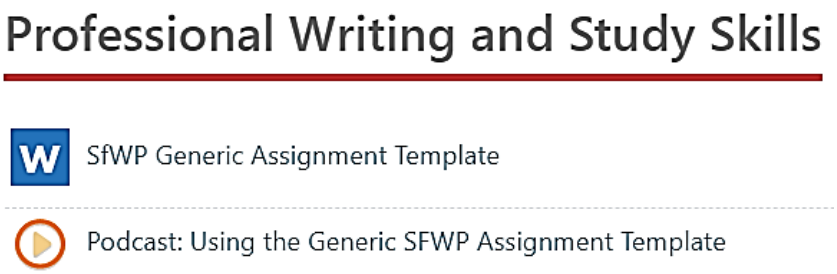
Initial and Last Name Module Code RESUB

Example: j.bloggs BMS4008 RESUB.docx

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

Generic Assignment Template

You can download the *SfWP Generic Assignment Template* from Moodle in the Skills for the Workplace Outreach Homepage in the *Professional Writing and Study Skills* tile).



This template contains a cover sheet (which you are asked to provide for each assignment) as it has a declaration that the following assignment is **Your Own Work** - and has a **Table of Contents** and **Generic Headings** already inserted for you. You just need to rename the sections and/or delete as needed.

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Skills for the Workplace

Module Assignment Submission

Student Name:	A. N. Other
Student Number:	1234567
Module No:	BMSK****
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 UWTSD.

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)

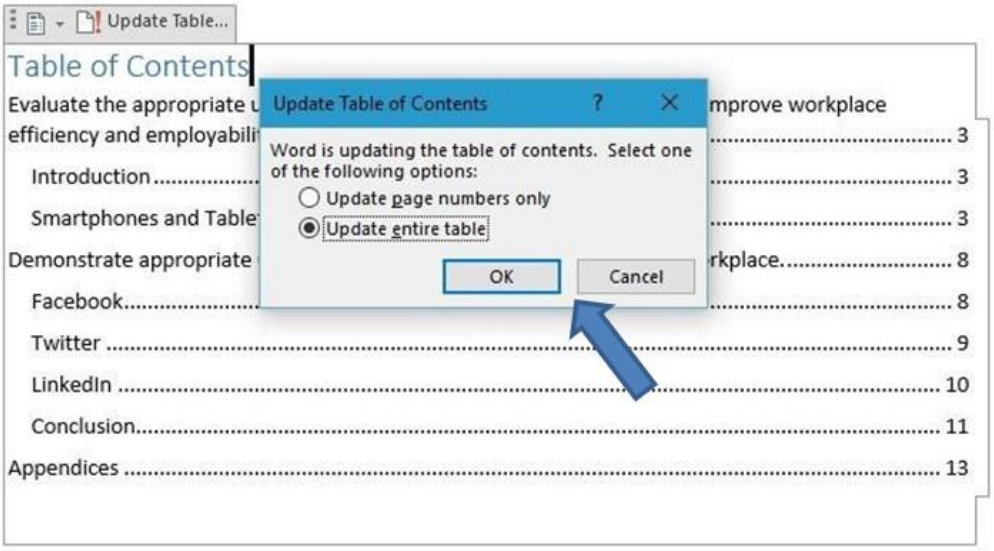
You can then type over it with the text you want as your Heading

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.

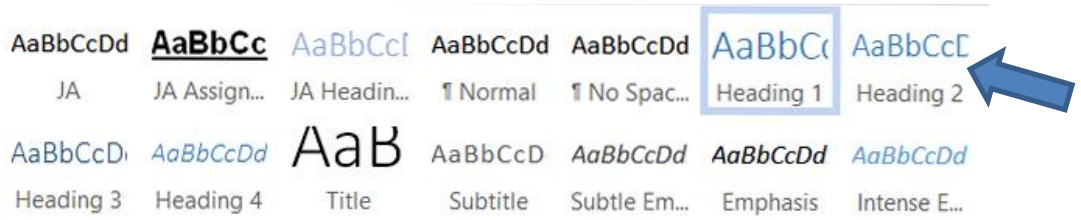
Go to the Table of Contents at the start of your assignment and left click on it near the top. An Update Table tab should appear. Click on that and choose **Update entire table**, click OK and it will update with your changes.



Inserting new Headings

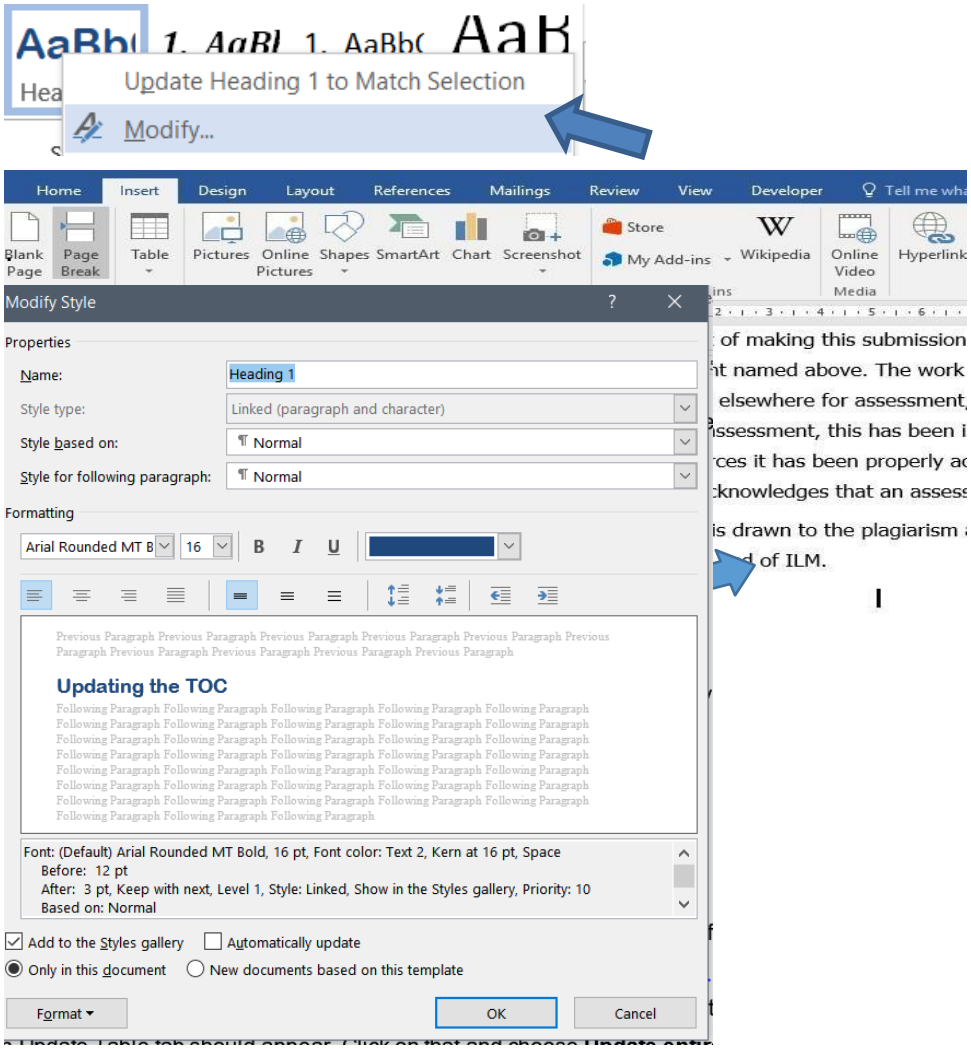
If you need to insert a new Heading, use the inbuilt Headings on the **Home Tab** in **Word**

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.

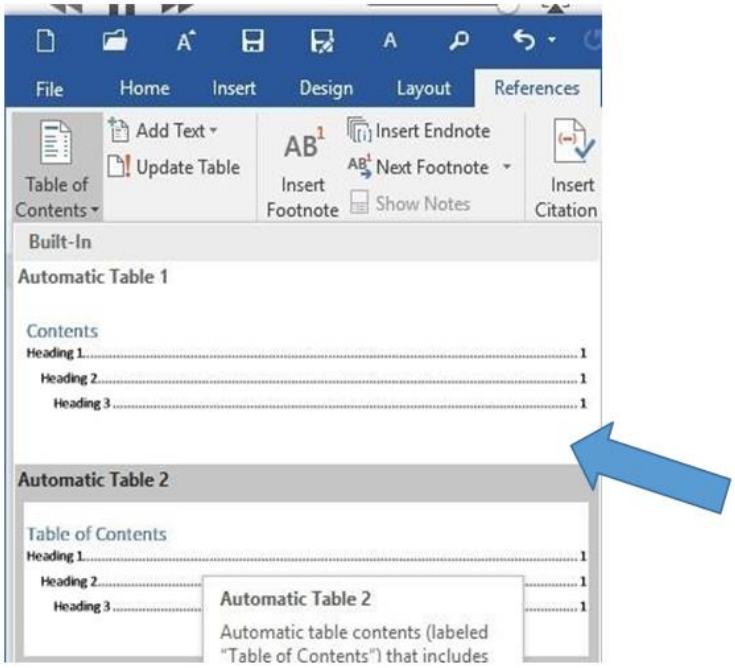


Table of Contents

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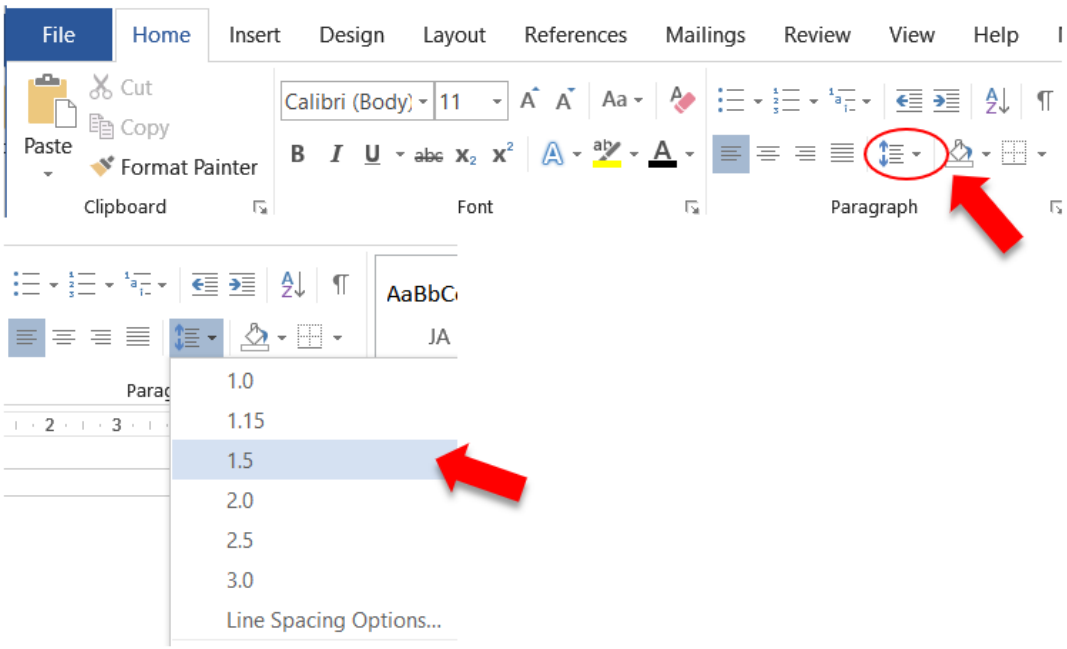
Appendix 2 7

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