Assignments

What are assignments?
- An assignment is a task that you have to **work on your own**. You may be asked to solve problems, do a case study, write an essay on a topic, etc.
- Learning independently is an important part of **professional development** and **lifelong learning**. Assignments provide you with an opportunity for independent learning.

**Activity**

*Have a look at the diagram below...*

Each suggested action (small bullet points in 3 rectangular boxes) helps you attain one or more **learning goals** (big bullet points in the middle big circle) – Can you see how they are related? **Draw a line to link them up!**

**SUGGESTED ACTIONS**

**Before an assignment...**

- Understand the assignment thoroughly.
- Find out the requirements of the assignment, e.g. writing style, layout, method of referencing, word limits, deadline for handing in the assignment, etc.
- Draw up a time schedule to make sure that you can finish the assignment before the deadline.

**Some LEARNING GOALS of assignments:**
- Learn how to tackle a problem independently and actively.
- Update yourself with the latest knowledge of a specific area/discipline.
- Improve your analytical power, thinking ability and written presentation techniques.
- Develop your skills in time-management.

**SUGGESTED ACTIONS**

**During an assignment...**

- Get ideas from different sources such as books, journals, internet websites, and discuss with your classmates and teachers.
- Produce an original answer based on your own understanding.
- Organise your ideas and write down your thoughts to make sure that your answers are logically answering the question.

**SUGGESTED ACTIONS**

**After an assignment...**

- Review your draft to make sure that it answers the question.
- Seek comments from tutors.

**Where to go from here?**
1. Are there other learning goals?
2. Are there any other possible actions?
3. Which suggested actions will you try first?