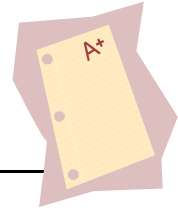


Assignments



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

After an assignment...

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

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.

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?