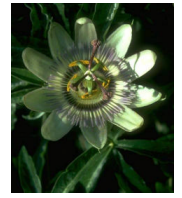




NATIONAL CENTRE FOR NATUROPATHIC MEDICINE

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Tips for assignment writing

Assignment writing can be very hard at the best of times. An assignment gives you an opportunity to research and learn more about a particular topic and also helps out those who get “exam stress memory blanks”.

Here are some tips that you might find useful in writing assignments:

- Always attach an assignment cover sheet. If there is not a signed and dated assignment cover sheet attached to your work it will not be marked.
- Use 11 or 12 point text and use Times New Roman—as this is easier for the assessor to read and follow.
- Use 3cm margins on all sides of the page as this allows your assessor to make comments.
- Use double spacing, again this allows your assessor to make comments on each line of your work.
- Follow the *Style and Referencing Guide*. This is available at the College administration or found around the College. The guide gives the style and referencing requirements for assignments.
- Staple your work in the top left hand corner or alternatively you may spiral bind your work. Do not submit in separate plastic sleeves per page or in display folders.
- Always spell check your work, then check your work, then spell check, and check your work again. Your spell checker may not recognise words in your assignment, so always recheck your work.
- Check your punctuation and grammar regularly.
- Always number pages—so it is easier to read and for the assessor to refer to. It also keeps your work in order.
- When in groups, always submit your own work and your own interpretations.
- Write at a level expected for the work you are submitting. What this means is that you are writing for your teacher, the expert in that subject. If you are not sure what is expected, ask your teacher.
- Always answer the question of the assignment. Do not write material on a subject that is not related. Be succinct and do not “buff up” your answers.
- Always explain your answers—not just make a statement.
- Try to find as many references as you possibly can for your assignment. This shows initiative and also gives a more well thought out answer to the question. Always reference in numerical order.
- Even if your assignment states that you may use your workbook and textbooks, try not to use these as it is practically repeating back to your teacher or lecturer what they have just given you.
- Remember, your lecturer does check your references. Checking the references is the first thing a lecturer does when they receive your assignment.
- Stick to the word count given. Again, do not “buff up” your answer to fulfil the word count. Your teacher or lecturer knows their topic and will notice this.
- Do not copy and paste in your assignments as they may appear off track, incoherent, and errors may occur.
- Do not state “as above” in tables—always rewrite your work.
- Do not use abbreviations, unless they are well recognised. Check with your teacher.
- Do not use “@”, “etc”, “+”, “&”—use the whole word. Students overuse “etc” at the end of sentences, do not do this.

Brad McEwen is a Naturopath, Herbalist, Nutritionist and Iridologist. He lectures in Nutrition, Clinical Nutrition, Naturopathic Diagnosis, Iridology and Integrated Medicine at Nature Care College. He presents many seminars and lectures on various health topics at expos. He received the “Blackmore’s Award of Excellence in Naturopathy”. He is the author of the book “Fighting Fatigue” and the soon to be published “Clinical Applications of Vitamins, Minerals, and Amino acids”.

All the best.

Brad McEwen

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