



ASSIGNMENT INSTRUCTIONS

REQUIRED DOCUMENTATION

- The following documentation must be included with your work
 1. Assignment Cover Sheet signed & dated
 2. Outer Sheet of the Assignment
 3. Assignment work
 4. Retain a copy of your work for your files



Outer Page

ICTU/SIPTU QQI Level 6 Trade Union Studies

Module: Management of Labour

Continuous Assessment

Name: *your name*

Venue: Waterford

Tutor: *Margaret Egan de Courcey*

Date: January to March 2021



Kick off

- Read your assessment title – read it again slowly! Then read it again!!
- What does the question ask?
- Underline key words or statements
- Interpret the question i.e. what are you asked to do...underline key words like discuss, compare & contrast, explain, define,

Do you know what these words mean???



Preparation & Planning

Analysing the question allows you to start planning your work

You need to think about:

- ▶ what will be included in your work - the key topic and areas you need to focus upon
- ▶ what essential information you will need
- ▶ identifying areas you already know something about and those you don't
- ▶ any terms that will require to be defined



Preparation & Planning

- Think about points of view & discussions that will require specific attention – it helps to put a mind map together, amend or change as you consider necessary
- Think of the questions you have in mind when you start to gather material for your project

Start to draft an outline of your answer



Writing the Assignment

- When writing the assignment, the document will be divided into the following parts

Outer Page – First page containing information such as module name, your name, class location & tutor name, etc

Introduction – Start page 2, outlines the approach to the work

Main body – use headings and paragraph structure mid page 2 onwards.....

Summary/Conclusion - brief summary of work

Bibliography – last page/s (not in word count)

800 words represents at least **3 pages & Bibliography**



Citing & Referencing

- **Citing** – is what you do in the text of your essay where you incorporate words and ideas from someone else's work
- **Referencing /Bibliography**– is where you put all the details of the source you have used in a separate section at the end of your work in alphabetical order
- We use the **Harvard Referencing System**



Bibliography

Book:

- The **author/s name**, the **year of publication** in round brackets.
- The title of the book in **bold or italics or underlined**. The **edition** if it is not the first edition.
- The **place of publication** and the **publisher**. The **series** and **volume number** where relevant e.g.

Johnson, P.F. (2012) *Research Methods in Education, 3rd edn. New York: Routledge*



Plagiarism

Examples are using other peoples ideas or work and pass them off as your own or

Getting someone else to do the work for you

It is a heinous academic crime and if it happens it has very severe consequences!



Grammar and Spelling

- ✓ Check your spelling **use spell check!!**
- ✓ Do a **grammar** check
- ✓ Read your project several times- **edit**
- ✓ Make sure each sentence has a **subject**
- ✓ Make sure your subjects and verbs **agree** with each other
- ✓ Check the **verb tenses** of each sentence
- ✓ Make sure that each sentence **makes sense**



Grammar and Spelling

- ✓ Don't have rambling sentences!! – keep them **short**
- ✓ Use **headings** and **paragraph** structure throughout the piece to guide the reader
- ✓ Use page breaks **no orphans!!!** (one or a few lines only on a page)
- ✓ Get someone to **read** your work before submitting it – **fresh set of eyes!!**
- ✓ Word count +/- 10%



Advice

- Any problems or unexpected issues emerge speak to your tutor
- Requests for time extensions made to your tutor
- Don't panic ask for help!
- My details are mdecourcey@siptu.ie or 0876784725
- **Stay focus and Good Luck!**



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