

Using the assignment planner to schedule work to complete one week after week 11

You can create your own version at <https://goo.gl/Do5QkJ>

1. Start – right now Orientation

1. Understanding and planning your assignment
Writing an assignment can be a daunting task! Use the following stages to prepare, think and plan out your assignment.

By Tue Nov 13 2018: **a. Understanding your assignment**

By Thu Nov 15 2018: **b. Planning your assignment**

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2. Very soon

2. Search strategy
A search strategy is a structured organisation of terms used to search a database (organised collection of information). The search strategy combines words in a way that retrieves the more relevant results and it will save you time.

By Mon Nov 19 2018: **a. Search strategy**

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3. By the date as your abstract deadline

3. Finding and evaluating information

There are a range of different sources of information available from within and outside of the University of Southampton. It is important to evaluate the information you find particularly from Google searches. Use these links for guidance on how to find and evaluate information.

By Sat Nov 24 2018: **a. Finding information**

By Tue Nov 27 2018: **b. Evaluating information**

By Thu Nov 29 2018: **c. Reading and note-taking**

12/11/2018

4. Writing ends one week after the end of W11 – time shift to W15

4. Writing process

There are a number of different stages to the writing process. The following links provide step-by-step guidance on outlining, drafting, rewriting and proofreading, and also referencing and plagiarism.

By Mon Dec 03 2018: **a. Outline or describe overall structure**

By Sat Dec 08 2018: **b. Write 1st draft**

By Thu Dec 13 2018: **c. Revise and rewrite**

By Mon Dec 17 2018: **d. Editing and proofreading**

By Fri Dec 21 2018: **e. Referencing and plagiarism**

12/11/2018