

## **COMPI205 using the Assessment Planner for the CW3 Technical Report**

During the class on Monday the 12th of November, I showed you in class the assessment planner as it might apply to working on the technical report.

I set the deadline notionally at a week after the end of term, since that is the time effectively at which you have before you have to hand in. That information from the planner is reproduced below.

You can use the planner for yourself by going to the university library site (link here <https://goo.gl/Do5QkJ> )

## 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**

## 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](#)

### 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](#)**

#### 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](#)**