

## Assignment Presentation ~ Layout ~

### University

#### Assignment Coversheet

(download from UNDA  
webpage or see your  
School's reception)

#### Introduction

The introduction page is usually titled as "*Introduction*".

Your introduction will usually be approx 2 to 3 paragraphs long, however this will be dependant upon the overall size of your document.

It should introduce the reader to what they can expect to find in the main document. It does not go into detail of the subject – leave this for the main body. Provide a strong thesis in the introduction which also indicates what the rest of the essay is about.

Your lecturer may ask you to use this page **only** for the introduction – if this is the case do not begin your main body here, leave the rest of the page blank. Refer to your lecturer regarding exact layout expectations.

#### **Main Body**

Do not use a heading for these pages to state it is the "main body" – it should be obvious.

Use headings and sub-headings within the pages to make it easier for the reader to follow the text.

Make sure you reference your information, both within the text and end-of text.

Unless the assignment topic specifically asks for your opinion, your lecturer will be looking for researched facts. Provide factual evidence to support your statements and information.

Assume the reader knows nothing about the topic, start from the basics.

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### Conclusion

The conclusion should summarise all the information in your main body. This is not the place to introduce new facts or information – that should have occurred in your main body.

You may be asked to title the page "*Conclusion*". If this is the case it will usually need to be on a separate page which is used only for the conclusion. See your lecturer for exact layout expectations.

Your conclusion needs to be approx 2 – 3 paragraphs, however again this will depend upon the overall size of your paper. You need to ensure that you have tied all the strand of your essay together.

### Reference Page

This is where you will list all the sources you have used to research your paper. If using the internet as a research tool, you must make sure that your sources are reliable and accurate.

List sources in alphabetical order using the referencing system relevant to your school. If unsure what referencing system is required, check with either St Teresa's Library or your School's reception.

You should always have multiple sources listed, demonstrating that you have not been narrow in your research. Also ensure that you reference in-text where appropriate.

### *Tips*

- Always proof read your document thoroughly before handing in
- Use size 12 font for text and 14 font for headings
- Always write as if the reader knows nothing, if you leave information out assuming the reader already knows it – your lecturer marking your paper will assume you *don't* know it.
- Get someone who is not familiar with the topic to read your paper and tell you if it makes sense to them – *before* handing in.
- Good writers stitch their sentences and paragraphs together with connective words, such as: above all/ accordingly/ hence / however