Get ready for Academic Success!

School of Nursing and Midwifery

Breaking down your assignment task

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Academic Writing Process

- **Topic**
  Break down the task.

- **Write final draft**
  Focus: Sentence level – grammar, punctuation, spelling, presentation.

- **Write second draft**
  Focus: Paragraph level – cohesion, referencing, integration of evidence.

- **Write first draft**
  Focus: Structure, content and order of information is the priority.

- **Research Strategy**
  Finding recent, credible sources.

- **Active reading and note-taking.**

- **Paraphrasing and grouping main ideas/information.**

- **Finalise draft essay plan**
  Toggling back and forth over the first 4 steps.

- **✓ Thinking**
  - Planning
  - More planning
  - Organising
  - Reviewing
  - Writing
  - Re-writing
How to get started

By the end of this unit you should be able to:

1. Tailor communication in response to the message intended and the target audience;

2. Provide effective verbal and written feedback effectively and responsibly;

3. Describe and adhere to professional communication and conduct standards, including in the online environment;

4. Present ideas coherently and constructively, both orally and in writing;

5. Communicate empathically, critically and effectively in oral and written context;

6. Demonstrate and appreciate the responsibilities of individuals to act and communicate in a manner that supports the functioning of individuals and institutions.
Unpacking the task

Start with thinking and asking lots of questions

- What exactly are you being asked to do?
- What steps will you need to take to do it?
- What questions do you need to answer?
- Which sources will you need to consult? Where will you look?
- What is specified by the assessment criteria?
- What do I already know?
Let’s take a look at the essay task

The ESSAY TASK

- Outline some of the key advantages and risks of using social media within the nursing profession. Discuss how social media impacts on the student nurse giving examples.

Word count = 1200 words
Understanding the essay question

There are three elements of the question to consider:

1. **Instruction** words tell you how to approach the question. They include verbs like ‘discuss’, ‘analyse’ & ‘explain’.
   - Each requires a different type of answer.

2. **Content** words describe your topic. These include key noun phrases, adjectives and verbs.
   - You use these when you begin your research.

3. **Focus** words set the parameters for your answer. They include place, time and type.
Common ‘instruction’ words

Define, Examine, Reflect, Critically, Contrast, Compare, Evaluate, Discuss, Describe, Outline
Outline some of the key advantages and risks of using social media within the nursing profession. Discuss how social media impacts on the student nurse giving examples. Word limit: 1250 words
Defining the instruction words in the essay

- **Outline**
  - To indicate the main features of

- **Discuss**
  - Identify issues and provide points for and/or against
Where to from here?

What’s your next move?