

Checklist for Step 1

Assignment Survival Kit	Yes ✓	No x
Are you clear about the dates for submitting the assignment?		
Is the assignment title you are working with exactly the same as the title in course documents etc?		
If you have to create your own title/project, are you clear about the instructions?		
Have you identified your question words, topic words and focus words?		
Have you checked the meaning of any words you don't fully understand?		
Have you understood the whole title clearly?		
Have you produced an initial plan?		
Have you included <i>all</i> parts of the question in your initial plan?		
Have you created a timeline for your reading and note-making?		
Have you planned your reading in advance (core reading etc.)?		
Do you know how many sources you need to cite?		Handbook or tutor
Do you know what type of sources you need to cite?		Handbook or tutor
Have you set up a system for recording your sources, so you can reference them later?		
Do you know what referencing conventions you will need to follow?		Handbook or tutor
Do you know how your department wants you to present your assignment (layout/title page, electronic or print copy etc.)?		Handbook or tutor