

ANSWERING ASSIGNMENT QUESTIONS

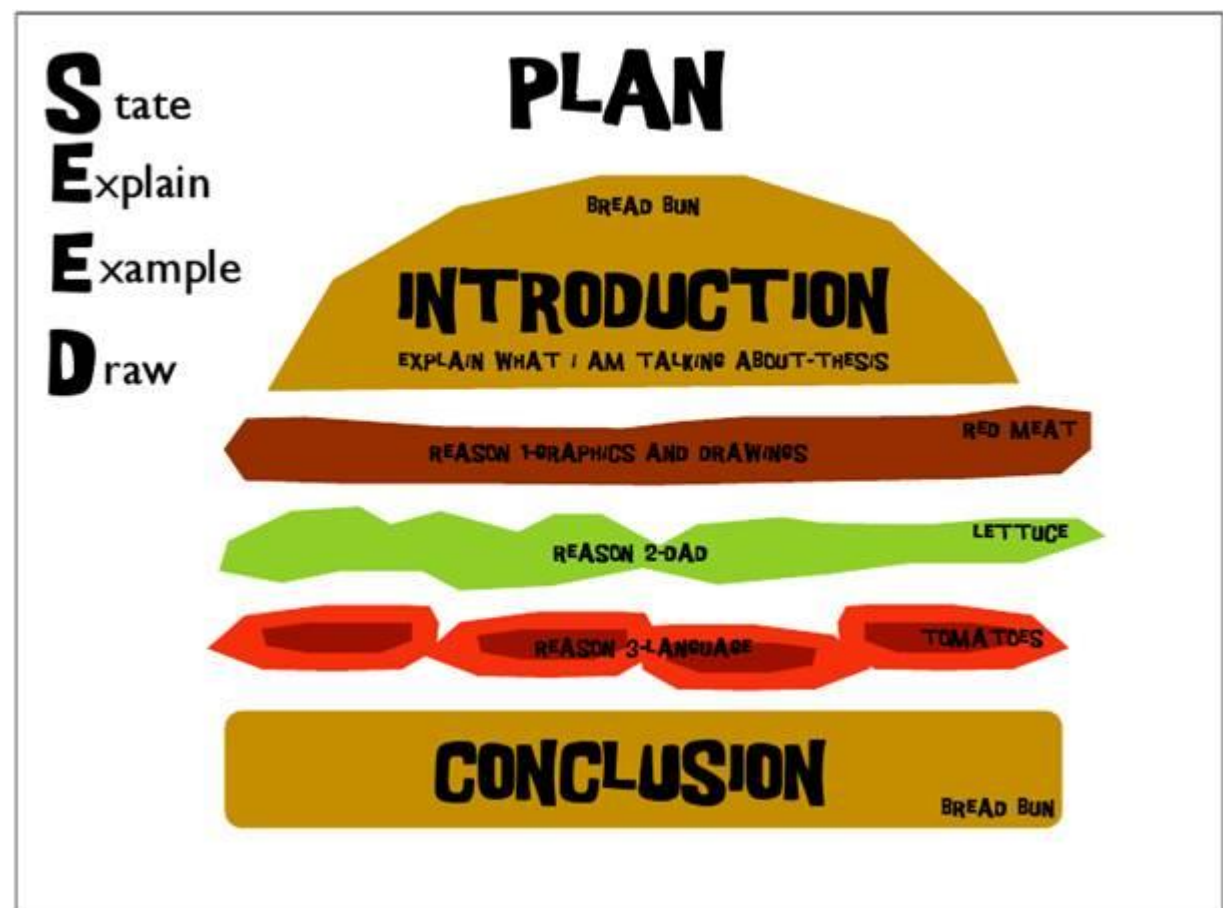
Here are some guidelines when answering assignment questions.

Essay type questions

During your studies, you might be expected to write an essay. While some students find it easy to complete essay questions, others find academic essays challenging and that is why we are going to introduce the burger technique below. Think of it as making your own burger. You start with a title and introduction (your burger bun) followed by the body of the essay (your burger patty and toppings) and finally the recommendations, conclusion and your references (the bottom bun of your burger).

Summary:

- Title & Introduction
- Body (Content)
- Recommendation
- Conclusion
- References



Explaining the burger technique:

- The introduction focuses on the main topic of your essay and provides a little background information on the subject. The first sentence should state your goal of the essay and the information discussed in the essay.
- The body of your essay includes headings and paragraphs analysing and explaining your topic. The information should be important and relevant to the theme. You must use references in your essay to indicate that you did research about the subject matter. It is good to provide facts in an essay; it makes your argument strong. Conclude this section with a supporting idea, a piece of information or a statement.
- Finally, the conclusion of your essay should summarise your paper. Here you can make a general statement about the information collected regarding your main point stated from your introduction through to the body of your essay. Do not add new information in this section. This section reminds the reader of your argument or statement throughout the essay. End the paragraph with a conclusion about everything you wrote.
- Always remember to insert a bibliography of the references you used.

General rules in writing a good essay:

- Make sure the purpose of the essay is clear;
- Always remember to include the relevant information in your essay relating to the topic;
- Use consistent font type, size and colour when writing;
- Never start a sentence with "I" for example "I think";
- Always keep your essay professionally written, do a grammar and spell check before submitting your paper;
- Make sure your essay has a good structure;
- Plagiarism - **NEVER copy and paste work if it is not your own**;
- Remember to add your references.

Here are five general **tips** for distance education students to consider while studying:

- Understand what you are studying; spend time studying the content of the study material and subjects.
- Make time for your studies at home, before work, or after work. With BMT College, you do not have to attend classes, but create a timetable for yourself indicating your study time each day or every week.
- Use your prescribed textbooks and study guides.
- Make notes, highlight the important work, and make studying exciting for yourself.

Are you always waiting until the due date to complete assignments? Why put yourself under so much stress? When you receive your assignment complete a few questions each day, you will reap the benefits.

When you struggle, look for solutions. You are always welcome to email your lecturer with academic related questions and phone them on Mondays and Fridays between 9h00-12h00.

Case study guidelines

Case studies normally describe a situation which may arise in a particular profession or social context.

Tips:

1. Read the case study questions carefully before reading the case study; this will help you identify important aspects to answer the questions.
2. Use a highlighter to highlight important and relevant information.
3. Remember to use examples found in the case study, when answering the questions.
4. The following questions may help you to do this:
 - What actions were taken in the case study?
 - Were these actions the most appropriate and why?
 - Were there any consequences of the taken actions?
 - Were procedures or actions in line with existing codes of practice, policy or theories?

How to number your questions correctly

- Make sure that you number the questions according to the numbering system on the question paper.

Example:

Section A

Question 1.1

Question 1.2

Question 1.3

- If you attach long questions to the back of your paper in the form of annexures, please remember to number these questions as well.
- Questions that cannot be found or for some reason is numbered incorrectly, will be marked wrong.

Action words explained:

- **List:** Provide a series of answers, usually in bullet format.
- **Explain:** Provide a complete overview of the problem and solution for a particular issue or process by giving an explanation.
- **Discuss:** Investigate or examine by providing an argument. Examine key points and possible interpretations. Debate, give reasons and draw conclusions.
- **Define:** Provide a definition/ explanation of key terms.

- **Compare:** Seek out the difference and/or similarities between two events, processes or theories.
- **Illustrate:** Use examples to show or explain a topic. Depending on the subject matter, you might use drawings, diagrams, or words to illustrate the topic.
- **Justify:** You must provide reasons for your opinions or answers. Express valid reasons for accepting a particular interpretation or conclusion.
- **Demonstrate:** If you are asked to demonstrate, you must provide proof of your answer by using an example.
- **Interpret:** You will be expected to explain the meaning of an, action, or passage according to your own understanding.
- **Relate:** You are asked to show a relationship between two events or items by discussing their similarities.
- **Comment:** If a test question prompts you to comment on a fact or statement, you will need to explain the relevance of the fact or statement. Give your own perspective and interpretation by analysing the case/question/situation that you have to give a comment on.
- **Prove:** Means you must have evidence to substantiate an answer.
- **Outline:** Provide an explanation with titles and subtitles.
- **Enumerate:** List some relevant items.
- **Analyse:** Take apart a process or a concept, and explain it step by step. Also indicate how the different parts interrelate. An analysis question is usually a long essay question.