



sallydurant  
aesthetic education & training



## UNIT 7 ASSIGNMENTS

### Tips on writing and presenting your work

#### Planning & Organisation

- It will be very important to plan your essay to define and organise your answer into a logical and coherent form.
- You may feel that your essay writing skills are good but if not your tutor will be able to help you with this process.

#### The Structure

- Your essay should have a title page and then the written work should begin with an Introduction continue in to the main body of the work and finish with a conclusion. The reference or bibliography will be at the very end.

#### The Introduction

- This should tell the reader exactly what to expect from your essay. It should be brief and focus on the question and the topic.
- It should be an outline of the key argument and how you are planning to answer the question set. For example, this essay with cover x, y and z.

#### The Main Body

- Your essay should be written as a series of paragraphs consisting of a series of sentences.
- Each paragraph should make a separate contribution to the main body of your work.
- Each paragraph focuses on one element of your work and this element should be outlined in the first sentence. The remainder of the paragraph supports the idea.
- Your paragraphs should connect to each other in a logical order.

#### Using your own word and not engaging in plagiarism

- You must use your own words.
- If you want to quote from any research paper, internet sources, books, trade journals etc you will need put quote marks around the words and put a footnote number in the text.

- At the bottom of the page in the footnote section you will need to make reference to the work from which the quote has been taken.
- This method or referencing is known as the Oxford Referencing System

### The **Oxford referencing style**

- **The ORS** is a note citation **system** developed by the prestigious University of **Oxford**. It is also sometimes referred to as the documentary-note **style**. It consists of two elements; footnote **citations** and a **reference** list at the end of the document
- Footnotes (sometimes just called 'notes') are what they sound like—a note (or a reference to a source of information) which appears at the foot (bottom) of a page.
- In a footnote referencing system, you indicate a reference by putting a small number above the line of type directly following the source material. This number is called a note identifier. It sits slightly above the line of text
- Putting the same number, followed by a citation of your source, at the bottom of the page.
- Footnoting should be numerical and chronological: the first reference is 1, the second is 2, and so on. The advantage of footnoting is that the reader can simply cast their eyes down the page to discover the source of a reference which interests them.

Our intention is not to make your work difficult but to makes sure your work reflects higher education requirements.

If you need help with referencing please talk to your tutor. They will be happy to help.