

Every brief has **five** parts.

1

Command words

What it asks you to do · e.g. "Evaluate"

2

Topic

What it is about · e.g. "school uniform and behaviour"

3

Limits

Words, dates, place, style · e.g. "1,500 words, due Friday"

4

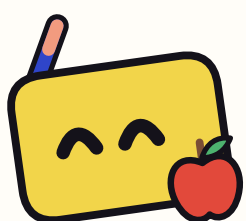
Criteria

How it is marked · e.g. "use of evidence and balance"

5

Include

What must be in it · e.g. "at least two studies"



Mark up your brief, free

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Command words and what they mean

Analyse

Break it into parts and show how they work.

Compare

Show how things are alike.

Contrast

Show how things are different.

Critically evaluate

Weigh the evidence, then give your judgement.

Define

Say exactly what it means.

Describe

Say what it is or what happened.

Discuss

Look at different sides and reach a view.

Evaluate

Judge how good or useful it is.

Explain

Say how or why it happens.

Justify

Give reasons for a decision.

Outline

Give the main points briefly.

To what extent

Say how far it is true, with evidence.



Tap a command word to
see its meaning

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Limits: what to look for

Word count

How many words, and whether references count.

1,500 words

Dates

When it is due, to the hour.

Fri 14 Nov, 17:00

Place

Where and how to hand it in.

Upload to the module page

Style

The referencing style it asks for.

Harvard

Can't find a limit? Ask before you start.



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Every assignment in **seven** steps.

- 1 Break down the brief** 5%
- 2 Plan back from the deadline** 5%
- 3 Find and save sources** 30%
- 4 Reference as you go** with step 3
- 5 Plan the sections** 10%
- 6 Sources for each section** with step 5
- 7 Write, check and hand in** 50%

The same for GCSE coursework, the EPQ and a dissertation. Only the time changes. Keep some spare.

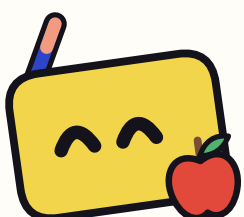


The full guide free

Plan back from the **deadline**.

1**Write the deadline at the end.****2****Keep the last day spare.****3****Date checking, then writing.****4****Work back to today.****5****Make each card small enough to start.**

Fallen behind? Use the spare day, shrink a step, never skip checking.

**Let Pip date it for you**kanbananza.com/plan

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What changes at university

Briefs

Explained in class



Read them yourself,
with the criteria

Deadlines

A few, with reminders



Several in the same
weeks

Reading

Set sources



A reading list, then
your own

Referencing

Sometimes



A set style, marked

AI rules

Your school's



Each university's,
often declared

In week one: find your referencing style, read the AI rules, put every deadline on one board.



Starting university?

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