

Table 7.1 The 10-Step assignment checklist

	<b>Assignment submission date:</b> / /	<b>Deadline date</b>	✓
1	Set up your assignment folder	/ /	
2	Analyse your assignment question	/ /	
3	Resource, read, annotate and sort your notes	/ /	
4	Critically think – keep and discard	/ /	
5	Plan your assignment structure	/ /	
6	Write your first draft	/ /	
7	Write your second draft – use Turnitin	/ /	
8	Do final edit	/ /	
9	Do final referencing check	/ /	
10	Do final proofread	/ /	