



# Approaching an Academic Assignment

## 1. Break down the assignment question/brief

- Understand what are you **generally** being asked to read and write about
- Identify the **focus** of the assignment

## 2. Get organised

- **Plan backwards** from your deadline so Think about the **resources** may require to complete your assignment

## 3. Read strategically

- **Be selective** when reading to help make sure you incorporate relevant information into your work – speak with your [Academic Liaison Librarian](#)

- [\\_\\_\\_\\_\\_](#) for guidance
- **Skim** read the text first to decide whether it relates to your assignment
- Read over **the relevant sections** in detail and make notes at the same time

## 4. Be an active note-maker

- **Be specific** about how the point you are writing down relates to your assignment
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adviser to discuss your work:

[/ask](#)

- Attend an **ASK workshop** to get help with various aspects of academic writing:  
<http://libguides.brunel.ac.uk/ask>
- The ASK team also offers support with **maths, stats, and SPSS**
- More guidance on academic writing can be found on **under the ASK tab on BBL**

@SK

**ASK ACADEMIC SKILLS**