



## Session Handout

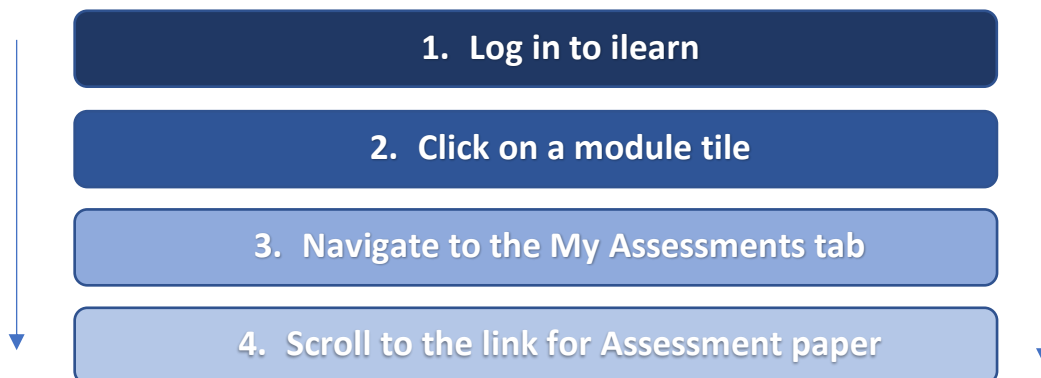
### Academic Skills Beginner Workshop

#### Understanding the assignment/ understanding the question

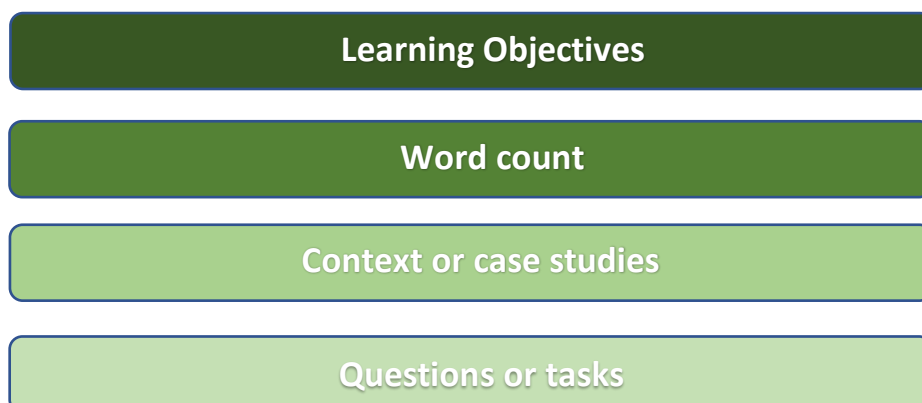
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### Understanding the assignment

Follow these simple steps to find the Assessment Paper for your module:



Your Assessment Paper features the following key information:



## Understanding the question

The following example breaks down the details you might focus on when trying to understand an assignment question:

Learning outcomes:

1. Critically evaluate key theories in risk management.
2. Critically evaluate budgeting processes and resource allocation.

Sometimes, simple LOs make interpreting

Question:

The red words are examples of instructions.

The green words are examples of theories.

Critically evaluate key theories in risk management and identify three risks that may impact upon stakeholder engagement. Include a risk mitigation strategy and details on how resource and budget allocations may be adjusted as part of risk management.

The purple words are examples of terminology.

The blue details are the specific word count for this question.

(1000 words)

(25 marks)

The yellow details are the specific LOs linked to this question.

(LOs 1 & 2)

You might use the details of a question in order to plan in the following ways:

Structure

Word count  
Parts of the question

Think about how the overall **word count** might be broken down into paragraphs that reflect **the parts of the question**.

Writing

Learning outcomes  
Instructions  
Issues or problems  
Restrictions

**Learning outcomes** can simplify what to focus on in your writing. **Instructions**, such as analyse and evaluate, can indicate what style to write in and what to do. **Issues or problems** provide you with a focus and **restrictions** help you narrow your focus according to a particular variable.

Research

Terminology  
Theories

**Terminology** and **theoretical information** might provide you with key words and search terms to use in combination when searching the library.