

Essay & Assignment Guidance

Helping you feel confident, clear and ready to succeed

What This Document Covers

This guide is here to support you with all written assignments and practical submissions across your course(s). Whether you're writing an essay, submitting evidence, or preparing a teaching session, you'll find helpful tips, reminders, and explanations below.

Types of Assignments

Depending on your course, you may be required to complete one or more of the following:

- Written essays (typically between 500–1000 words)
- Reflective pieces or responses
- Evidence uploads (e.g. samples of your note-taking practice)
- Practical recordings (e.g. delivering a short teaching session)
- Short answer questions or workbook tasks

Your specific assignment details, word count, and criteria will be explained clearly on your course assignment page.

Understanding Common Essay Terms

When you're asked to do something in your assignment, understanding the wording is key. Here's a breakdown of what some common task words mean:

- Discuss – Present different perspectives and come to a reasoned conclusion.
 - Evaluate – Weigh up strengths and weaknesses; provide a judgment.
 - Explain – Make something clear and give reasons or examples.
 - Compare – Show similarities and differences between two or more things.
 - Analyse – Break down into parts and examine how those parts work together.
 - Reflect – Think critically about your experience, actions, or learning.
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Top Tips for Writing Your Essay

- **Start with a plan**
 - Jot down your main points, then build out your structure.
- **Stick to the question**
 - Refer to what you're being asked regularly — it's easy to go off track.
- **Use clear paragraphs**
 - Each paragraph should make one point backed up with explanation or evidence.
- **Support your ideas**
 - Use examples, experience, or theory to strengthen your arguments.
- **Stay concise and focused**
 - Avoid long-winded explanations. Make every word count.
- **Proofread before you submit**
 - Look for typos, grammar issues, or unclear sentences.

Referencing and Plagiarism

For any formal writing, we ask that you use the **Harvard Referencing Style**.

This means:

- Quoting or paraphrasing sources correctly
- Including a reference list at the end of your work

This helps you demonstrate your understanding and gives credit to original sources.

Not sure how to reference?

You can find free online tools like [Cite This For Me](#) or [MyBib](#) to help format your references correctly.

Use of AI Tools

We know AI tools like ChatGPT and others are now widely accessible.

Please refer to our AI Policy (in your materials tab) for guidance on acceptable use.

If you're unsure whether something is allowed, ask before submitting.

Submitting Evidence or Practical Work

If your course asks you to upload:

- Evidence of tasks (e.g. note-taking practice)
- Recordings (e.g. teaching sessions)
- Photos, audio, or other media

Make sure your files:

- Are clearly named (e.g. FirstnameSurname_TaskName)
- Are in accepted formats (e.g. .docx, .pdf, .mp4 – check the task page)
- Meet any technical or quality requirements listed

Final Checklist Before You Submit

- Have I answered the full question or task?
- Is my work within the word limit?
- Have I checked grammar, spelling, and clarity?
- Have I included references (if needed)?
- Have I named my file correctly?
- Have I followed any course-specific instructions on the assignment page?

Need Help?

If you have any questions, please reach out to our team at contactus@completetrainingltd.com **OR** 01752 289 776

Thanks for choosing Complete Training.

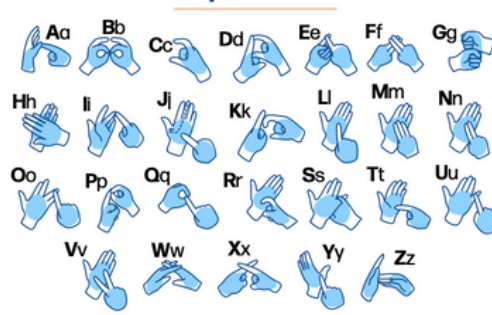
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