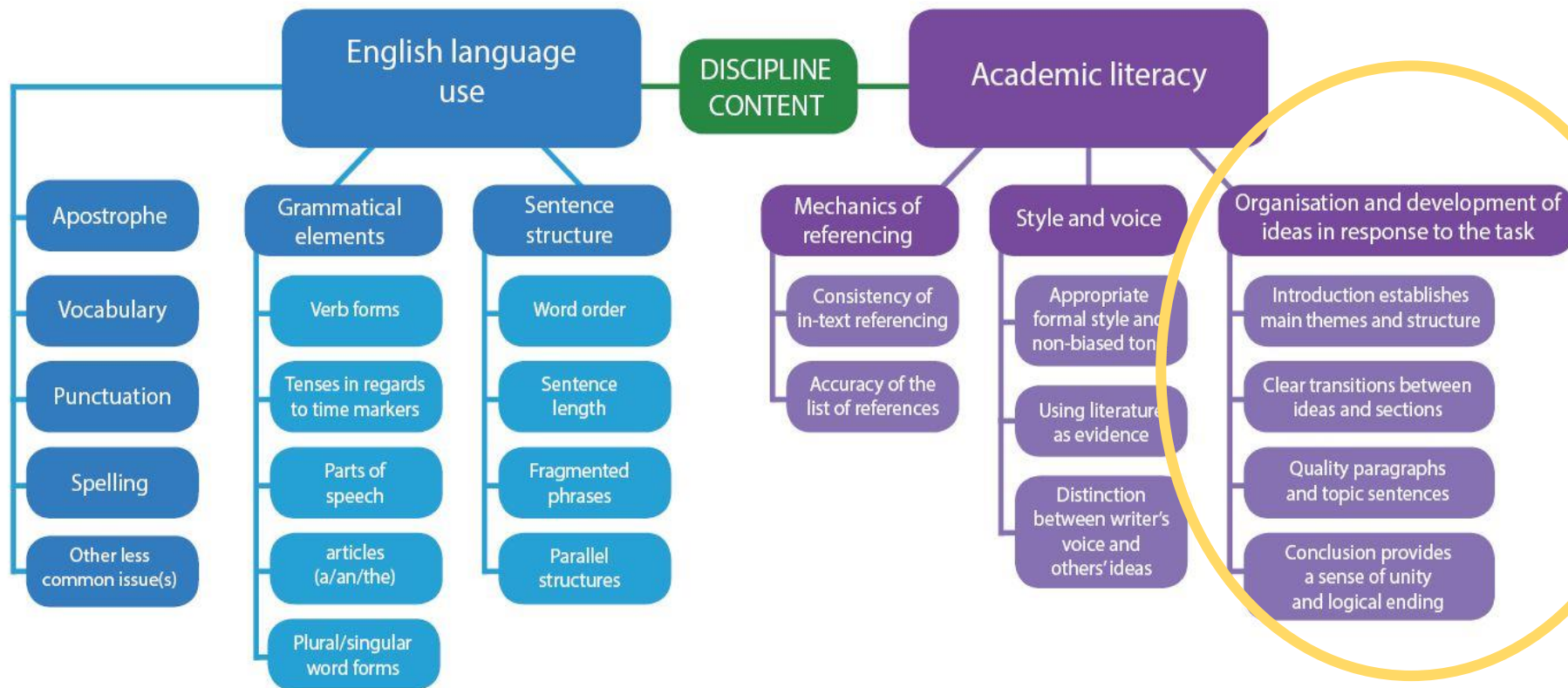


Organisation and development of ideas in response to the task

ACADEMIC LANGUAGE FEEDBACK GUIDE



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Revisit

Your assignments, exams and thesis chapters are your responses to specific tasks so organisation and development of ideas becomes extremely important.

Although academics and professionals in different disciplines have various approaches to structuring arguments and exploring ideas, it is useful to know about important steps in assignment and thesis preparation processes.

These steps can be applicable to any type of your assignments, including essays, oral presentations, posters, reports and so on.

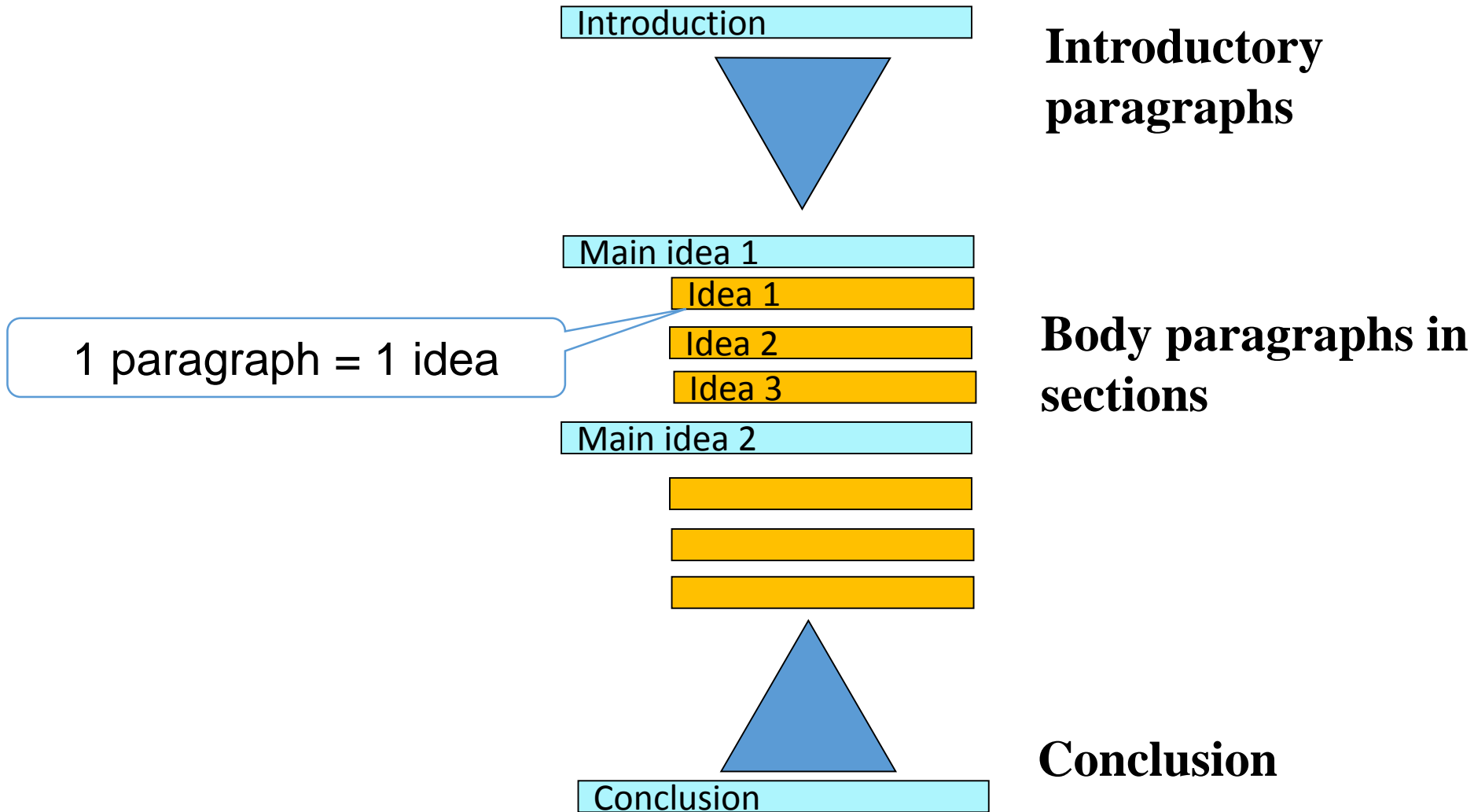
Please remember to check your faculty resources for more discipline-specific information on structuring theses and assignments.

Assignment preparation overview: steps A - I*

- **A** **Analysing the task**
- **B** **Brainstorming the key words**
- **C** **Conceptualising your ideas/consulting the rubric**
- **D** **Database searching (including your records and notes)**
- **E** **Effective reading and note taking**
- **F** **Figuring out your structure (planning and outlining)**
- **G** **Get writing or designing: Introduction, body, conclusion**
- **H** **Having a break and then another go! Having another look at the assignment description and rubric**
- **I** **Identifying errors (and fixing them!)**

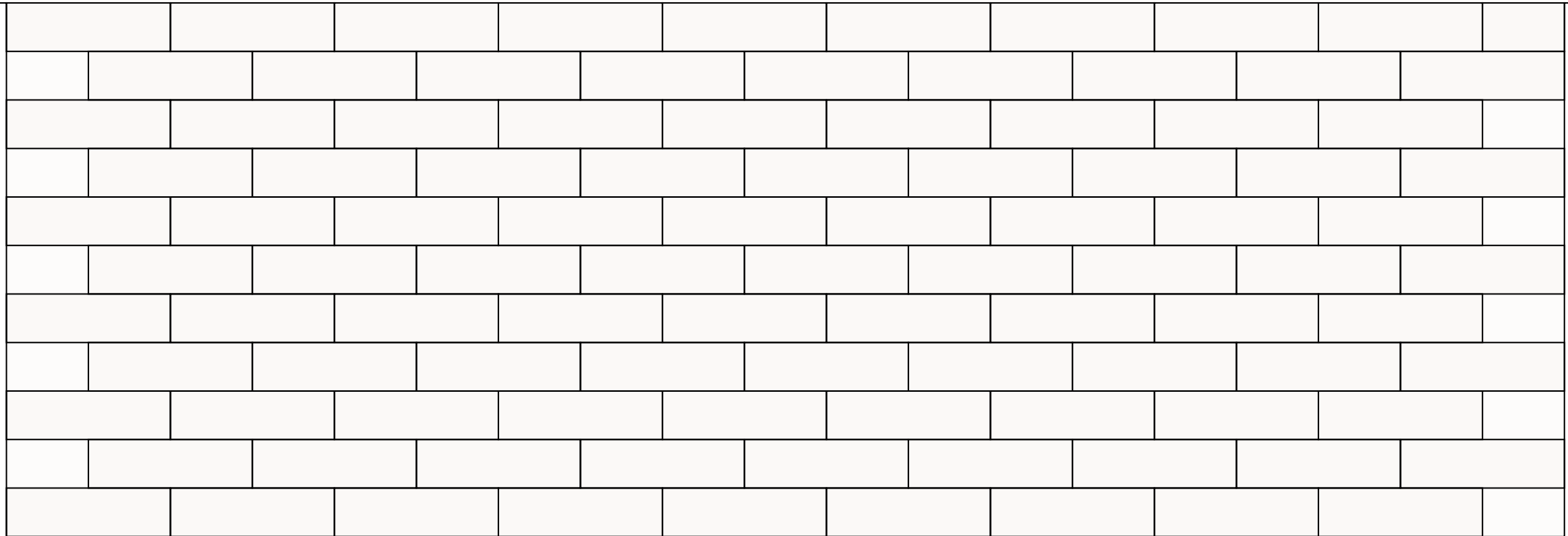
* Handy acronym prepared by Dr Allie Ford, Monash University

Figure out your structure – work on the outline. Your outline is your plan for the response to the task. Outlining is similar to the process of developing the table of contents for your response before it is written or designed.



When presenting your ideas to others, please avoid the wall of words. Be kind to your reader.

That's what your text looks like if you do not use paragraphs with good topic sentences



Paragraphs are chunks of information



**This paragraph is
about the students'
learning context**



**This paragraph is
about the student's
learning style**



**This paragraph is
about how the
context and learning
style interact**

Topic sentences guide your reader through your argument



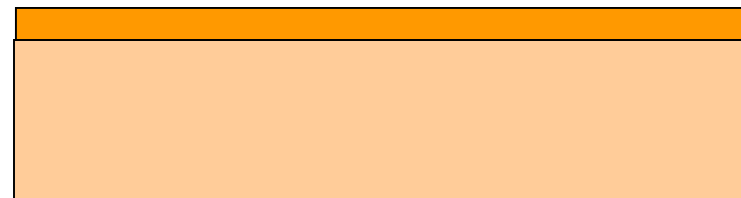
Topic sentence:

The student's learning context....



Topic sentence:

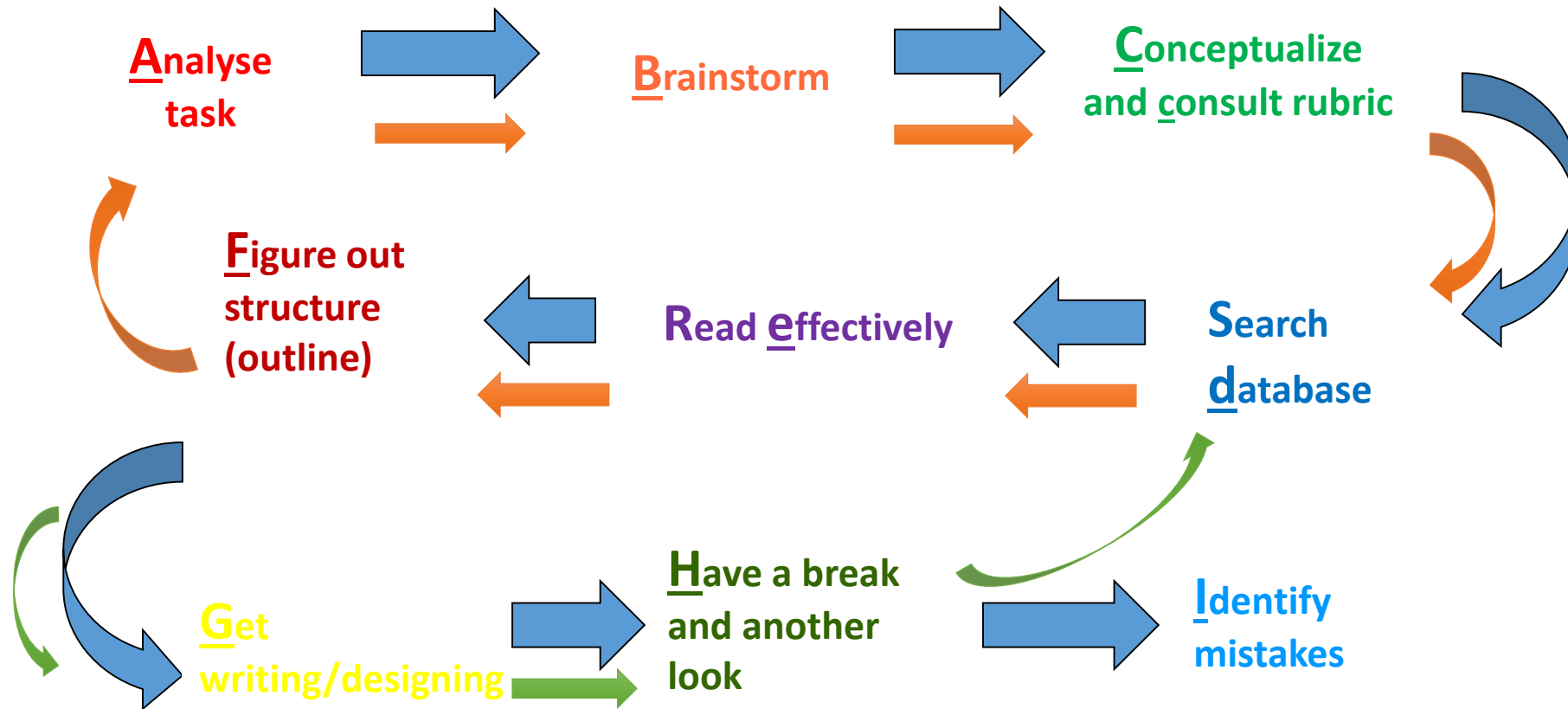
Another important feature that needs to be considered is the student's learning style...



Topic sentence:

The student's learning context and learning style interact to....

To conclude, assignment and thesis preparation processes are not linear: many steps are repeated (sometimes more than twice) and need to be revisited in order to produce a quality response to the task.



Quick tips

Quick tips

When you read for your assignments, theses and exams, pay attention to the ways of organisation and development of ideas.

Outline, outline, outline – spend enough time planning, developing and organising your ideas. Do not rush into writing or designing your response.

Support the reader of your thesis, assignment or exam paper by using quality topic sentences and appropriate linking phrases.

Learn more

Useful links on organisation and development of ideas

[Assignment structures and samples, Monash University](#)

[Subject Specific Writing, Purdue Online Learning lab](#)

[Module 9: Cohesion and Module 10: Coherence, ASCENT, Monash University](#)

Face-to-face support

Who can help with academic literacy at Monash?

[Library programs, drop-ins and specialist advice](#)



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