

Study Guide & Assignment Reminders

Remember to contact your tutor for support.

Assignment Requirements

When completing your assignment tasks, please ensure you do the following:

- ✓ Complete the assignment on Microsoft word (unless the assignment task request different).
- ✓ Provide your name, learner ID number and the name of your personal tutor at the top/start of the assignment.
- ✓ Include page numbers in the footer of the pages.
- ✓ Use an appropriate font style (Arial, Calibri, or Times New Roman).
- ✓ Use font size 11 or 12 for the text.
- ✓ Use bold for headings and subheadings rather than underlining.



Command Words

Within the assignment task and the set questions, there will be command words which act as instructions for how your answers and responses should be presented. Read these carefully and check that you have correctly followed the question.



@ImpactWales Analyse	Break down into its fundamental <i>parts</i> and examine each in detail, stating its significance.		<i>Key point 1</i> this shows/operates/gives/illustrates. <i>Name and describe each key point.</i>
Compare	Identify <i>differences</i> and <i>similarities</i> between two or more sources of evidence.		however, whereas, larger than, greater, smaller, more than....
Describe	Write about the features of a source of evidence using <i>factual details</i>		patterns, trends, characteristics, distributions, effects, relationships
Discuss	Build up a balanced <i>argument</i> with <i>supporting details</i> .		<i>Fact</i> .. this is supported by shown by, you can see that, exemplified by, an example of this is....
Evaluate	Make a <i>judgement</i> about or give an <i>opinion</i> on a source of evidence, backed up by supporting details.		This shows that... I believe that... In my opinion... The evidence shows us that....
Explain	Give <i>reasons</i> or <i>causes</i> for. Show an understanding of how or why something has occurred.		<i>this</i> happened and this shows... causes a reaction... shows how it can/will
Summarise	Draw your <i>key ideas</i> and <i>key points</i> on a source of evidence together in one short section of writing.		Must be: <i>Concise, accurate, objective</i> <i>Condenses information into key points</i>

Plagiarism & Artificial Intelligence (AI)

Plagiarism is presenting someone else's work or ideas as your own, without giving them credit. Plagiarism can be intentional, by copying and pasting from a website, or unintentional, by not referencing sources correctly. Plagiarism and AI-generated use is not allowed.

▶ Video Guidance: <https://www.youtube.com/watch?v=bH2MLTMVbxg>

🔗 JCQ Guidance for Candidates: https://www.jcq.org.uk/wp-content/uploads/2021/08/IFC-NE_Assessments_2021_v4.pdf

Referencing

In-text citation: citations appear in the text of your document to show where you've used information or words from source materials.

Reference list: appears at the end of the assignment and contains the full details of each source cited in the text. This should be alphabetical order.



▶ Referencing Tutorial: <https://www.youtube.com/watch?v=vex4rfCHqSY>

Reference Type	In-text	Reference List
Book	Researchers have explored the impact of social media on mental health (Brown, 2022). According to Brown (2022) ...	Brown, A. (2022) Social Media and Mental Wellbeing. New York: Oxford University Press.
Textbook	Sociological perspectives are vital for understanding norms within a community (Smith & Jones, 2020)	Smith, T. and Jones, F. (2020) Sociology: A Global Introduction. 5th ed. London: Pearson.
Website	The World Health Organization (WHO, 2023) highlights the importance of vaccination programs.	World Health Organization (WHO) (2023) Vaccination. [online] Available at: https://www.who.int/ (Accessed 22 July 2025)
Video	(TED, 2021)	TED (2021) How to build your creative confidence [online]. Available at: https://www.youtube.com/watch?v=FLRgL6Zc9m4 (Accessed 22 July 2025)

Academic Writing

Academic writing uses evidence and information from sources to support your points and to build a critical argument. This must be referenced correctly (refer to referencing guidance). Ensure that you are using academic language and being concise, this is to avoid exceeding the word count and to fully demonstrate understanding, to meet the learning outcomes.



▶ Video Tutorial: <https://www.youtube.com/watch?v=Sfq2Me8Fqz8>

Original	More concise
There are many studies that have found...	→ Many studies have found...
It is possible that this finding shows...	→ This finding suggests...
An example of this is...	→ For example.
Participants were asked to complete the questionnaire online.	→ The questionnaire was administered online.