

## Tips to Write the Assignment

<b>Plan</b>	Prepare your mind	Analyze your topic
	Manage Time	Start working early and divide time
	Read all the guidelines	MPhil assignment guidelines, APA style guide
<b>Collect information</b>	Search other sources for understanding	Sites, images, videos
	Use authentic sources	Books and articles
	Take notes	Brief, make an outline
<b>Present your data</b>	Follow assignment structure	Introduction, Body, Conclusion, References
	Follow assignment guidelines	3000 to 5000 words, write in your own words, use exact words of authentic resources where necessary (like for definitions)
	Give References	In APA style of only authentic resources
	Proof reading	Take help of your class fellows if you like
	Use 'Turnitin' to check plagiarism	Keep it below 20 percent
<b>Help</b>	Consult the teacher	If required
	Use help for English writing skills	Books and internet

## CHECKLIST (for Self-Assessment)

<b>Sr#</b>	<b>Traits and Skills</b>	<b>Yes</b>	<b>No</b>	<b>Needs Improvement</b>
1	Do I have good planning skills?			
2	Am I following steps to do work?			
3	Do I have good English Language Skills?			
4	Do I have originality in my work?			
5	Am I hard working?			
6	Am I giving importance to things according to their use and not only for their repute?			
7	Am I moving from basic to complex for understanding concepts?			
8	Do I have good internet searching skills?			
9	Do I have enough confidence to do my work on my own and I am not depending too much on others for help?			
10	Am I good at MS Office applications?			