****This worksheet can help to plan an assignment as well as to identify what paragraphs might be appropriate to use in academic writing. Before completing this worksheet, read through and use the YSJ Study Development’s [Using Paragraphs in Academic Writing Factsheet](https://www.yorksj.ac.uk/library/library-study-and-digital-skills/study-success/skills-guides/#writing-essentials) to build what you want to say in the assignment.

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| **What is the piece of academic writing about?**  **Tip! Use Study Development’s** [**Assignment Outline Builder worksheet**](https://www.yorksj.ac.uk/media/content-assets/student-services/documents/Assignment-Outline-Builder-Worksheet.pdf) **to think about the topic and what you want to say.** | |
| **Topic**  What is the topic of your assignment? |  |
| **What do you want to say?**  What is the main idea or academic argument you want to put forward?  Why is your main idea important to share in your subject area? |  |
| **Introduction** | |
| **Aim/ purpose**  What is the aim of the assignment? |  |
| **Context/ Any definitions?**  Do you need to contextualise the topic or what your assignment is about?  Do you need to define anything about your topic in the introduction? |  |
| **Main body of the assignment**   1. **Review and re-read Using Paragraphs in Academic Writing Factsheet as you will need to refer to it when responding to this worksheet.** 2. **Make a list of the academic points and evidence that will help you to communicate your standpoint or argument in the assignment.** 3. **Include any further different types of paragraphs needed, from using or referring to theories, being critical, writing comparisons, synthesising information, reflections etc.** | |
| **First point and evidence** |  |
| **Second point and evidence** |  |
| **Third point and evidence** |  |
| **Fourth point and evidence** |  |
| **Fifth point and evidence** |  |
| **Counterargument**  Do you need to include any counterarguments and academic evidence to support this?  How does any counterargument support your own idea or academic argument? |  |
| **Write down further points and evidence.**  Write down further points you need to communicate or different types of paragraphs you need to include from our factsheet.  **Tip!** If you are unsure about how many points to make in an assignment, speak to your lecturer for guidance. |  |
| **Conclusion** | |
| **Summarise key points and link to the aim of the assignment.** |  |
| **Restate your message or academic argument!**  Sometimes it might be appropriate to propose recommendations or suggest what further studies that are needed about your topic. |  |
| **Additional information** | |
| **Bibliography/ references**  List academic research sources used in the assignment |  |