ASSESSMENT 3: SUMMARY OF SOURCES & ESSAY OUTLINE Deadline: Sunday (end of Week 8), 11.55pm Fiji Time Dropbox closes: Thursday (Week 9) 11.55pm Fiji Time This assignment is worth 20% of your overall course marks Late Penalty: Note that you lose 5% of your marks per day for submitting late until the cut off day for an assignment which is after 4 days. No assignment can be submitted after the drop box closes and no assignment will be marked after this. Submit in the drop box as ONE document ASSIGNMENT 3 – PART 1 – SOURCE SUMMARY TEMPLATE Make sure you copy the template below and follow it! You will lose marks if you do not. FIRST: Note all 3 references: note down the full reference of each of your 3 relevant academic sources in HARVARD referencing style so that all 3 sources are listed together at the start of your assignment. THEN copy the template below into your assignment. Keep the number and wording in the left-hand box and write your answer in the write hand box: TEMPLATE: Source 1: Question Insert your responses in this column 1) Full and correct reference in HARVARD referencing style 2) Summarise 3 main arguments of the source (write 3-4 sentences for each argument, DO NOT write more than this) o Read the abstract, introduction and conclusion sections to help you identify the key points 3) For each source state in 3-4 sentences (DO NOT exceed this) how this source is relevant to the essay you are going to write How can you use this article in your essay? What can you say with this article in your essay? Source 2: Question Insert your responses in this column 4) Full and correct reference in HARVARD referencing style 5) Summarise 3 main arguments of the source (write 3-4 sentences for each argument, DO NOT write more than this) o Read the abstract, introduction and conclusion sections to help you identify the key points 6) For each source state in 3-4 sentences (DO NOT exceed this) how this source is relevant to the essay you are going to write How can you use this article in your essay? What can you say with this article in your essay? Source 3: Question Insert your responses in this column 7) Full and correct reference in HARVARD referencing style 8) Summarise 3 main arguments of the source (write 3-4 sentences for each argument, DO NOT write more than this) o Read the abstract, introduction and conclusion sections to help you identify the key points 9) For each source state in 3-4 sentences (DO NOT exceed this) how this source is relevant to the essay you are going to write How can you use this article in your essay? What can you say with this article in your essay? ASSIGNMENT 3, PART 2: ESSAY OUTLINE TEMPLATE Make sure you copy the template below and use bullet points or short sentences – you will lose marks if you do not do this. The point is for you to gain an overview of what points you will include in each of these sections. Ensure your essay flows logically! TEMPLATE: Introduction – what will your Introduction include? Main body Section 1 § what key points will this section include? § What questions will you answer in this section? § Which different perspectives will you discuss? § How does the issue you are discussing at the local level connect with things happening at regional and global levels? § Which sources from your Summary of Sources will you use in this section? Section 2 § What key points will this section include? § What questions will you answer in this section? § Which different perspectives will you discuss? § How does the issue you are discussing at the local level connect with things happening at regional and global levels? § Which sources from your Summary of Sources will you use in this section? Section 3 § What key points will this section include? § What questions will you answer in this section? § Which different perspectives will you discuss? § How does the issue you are discussing at the local level connect with things happening at regional and global levels? § Which sources from your Summary of Sources will you use in this section? Conclusion – what will you include here? Make sure the points you include here correspond to what you wrote in your Introduction. Assignment guidelines Use the 3 Cs, 5 Ws & 1 H analytical toolkit to help you with each step. Continuously practicing using this toolkit is very important in developing your ability to analyse critically. The purpose of the Source summaries part of this assignment is to: · train you in critical text reading and critical analysis of sources · train you in linking the information in your sources with what you want to discuss in your essay · train you in making brief summaries of the main points of each source The purpose of the Essay Outline part of this assignment is to: · train you in planning ahead · train you in gaining an overview of what you want to write about · train you in linking the information in your sources with what you want to discuss in your essay · train you in organising your writing in a logical manner All this is of immense help you not only in your essay writing but also in future situations in work assignments where you will need to gain an overview of a report or document and extract and summarise the main points of it. And to gain an overview of an area of research, plan your work carefully and clearly organise your writing. This Assignment relates to Course Learning Outcomes 1,2,3,4 Remember: these three separately assessed assignments are interlinked steps in ONE process – the process of writing an essay: Step 1: Assignment 2: Essay topic choice Step 2: Assignment 3: Summary of Sources & Essay Outline Step 3: Assignment 4: Essay