



Programme Title

Intake number and year

Module Code and Title

Student Name and Student ID

Assignment Title

Word Count
Date of submission

I certify that the work submitted for this assignment is my own original work and that I have read and understood the MBS Academic Misconduct Policy.

Table of contents

	Page Number
Introduction	3
1. Section Heading	4
1.1 Subheading 1	4
1.2 Subheading 2	4
2. Section Heading	5
2.1 Subheading 1	6
2.2 Subheading 2	7
2.3 Subheading 3	8
3. Section Heading	9
4.1 Subheading 1	9
4.2 Subheading 2	10
Conclusion	12
Reference List	13
Tables and Figures	
Figure 1: Title	
Figure2: Title	
Table 1: Title	
Table 2: Title	
Appendices	
Appendix 1 Title	
Appendix 2 Title	

Introduction - Suggested word count: 100 – 150 words.

The introduction helps your reader understand the focus of your assignment, what you will be discussing in relation to your chosen topic and how you will be organising your writing.

In your introduction you should include:

1. The focus of your assignment, your understanding of the topic and your interest in it
2. The thesis statement – your key sentence where you identify your argument or stance in relation to the topic.
3. An overview of the organisation or structure of your assignment.

If the assignment brief asks for an executive summary, item (3) above would be included in this section.

Following the introduction, is the main body of assignment where you will be writing the main content, including all relevant information, important data, models, frameworks, and tables. The main body is divided into four or five sections, each discussing a different aspect of the topic. You may use subsections to discuss specific areas related to the aspect under discussion.

Each section, and each paragraph should include:

A topic sentence at the start to introduce the main idea

Evidence, examples, reasons to support and further explain and develop the main idea

A concluding sentence that links the main idea of the paragraph to your ideas and the assignment topic

- topic sentence—starts each paragraph and expresses the main idea of the paragraph
- evidence and examples—contains explanations to support the key point of the paragraph. Supporting evidence is used to justify, explain or develop your argument.

- concluding sentence—links the main idea of the paragraph back to your argument and to the assignment topic.

1. Section 1 Heading

(This is the first aspect of the topic that you will discuss in your assignment)

Suggested word count for each section: 500 – 700 words

Suggested word count for all the Main Body of your assignment: 2000 - 2800

Each main heading introduces a key aspect of the topic that is presented in sections and, where relevant, subsections.

Each section, subsection and paragraph should include:

- A topic sentence at the start to introduce the main idea
- Evidence, examples, reasons to support and further explain and develop the main idea
- A concluding sentence that links the main idea of the paragraph to your ideas and the assignment topic

1.1 Subsection Heading

Use subsections when you want to explore the same main idea of the section from a different perspective – for example: advantages and disadvantages, challenges, and solutions, alternative or contradictory viewpoints.

1.2 General recommendations

As you develop the main content of your assignment keep the following in mind:

When writing about key theories, principles, approaches, or methods that are related to the question, be brief, but show that you have a broad understanding of the subject matter that you have studied throughout the module.

Use *practical, real-life examples* (especially from your own work or personal experience) to demonstrate your understanding of theories, principles, approaches, methods, processes or frameworks.

Make sure you address the assignment topic *fully*. Check if there is a second or third part to the assignment title. For example, does it ask you to *compare*, to discuss *positive and negatives* or *advantages and disadvantages*, to *assess impact*, to make *recommendations*, to create a *plan*?

In your main text, you can refer to *additional, supporting* information or documents that you might want to include in your Appendix list. This means documents or information that *add* to your answer but are *not* key information. If you do choose to include appendices, make sure you clearly cross-reference each appendix, with *a number and a title*, in the text and in the Appendix section. Only include appendices if they are relevant and add value to your writing. **Do not** place key information in the appendix because you do not have enough word count – edit your writing to make it more concise and remove any unnecessary or repetitive information.

Avoid the use of bullet points, but if you must use them, do so sparingly and only where appropriate and embedded within a fuller, text answer. Bullet points should not be used to reduce word count.

There is no need for fancy styles and many colours. Stick to *one* design and layout which is professional and easy to read through. It is recommended that you use the font 'Calibri', size 12, with justified margins. Use 1.5 line spacing throughout. This template applies all the above formatting.

2. External Sources

Throughout your assignment, you should include relevant research that you conducted to inform your writing. All external research should be integrated within your own text and its relevance and your understanding of it clearly explained. Use the Harvard Style for in-text

referencing throughout – you can find examples of all types of source referencing the MBS Referencing Guidelines.

2.1 Visuals

Use tables, graphs, diagrams, and figures to illustrate your point. Where possible, create your own visuals supported with your own text. If you use visuals from external sources, make sure that you clearly state the source of each of these, using Harvard Referencing Style. Each visual should be clearly numbered, given a logical title and its relevance explained in your own words.

DO NOT copy and paste images of models and frameworks just to include a picture in your assignment. Copied and pasted images that just show the model or framework *do not add value* to your assignment.

Conclusion *Suggested word count for the assignment conclusion is 100 – 150 words*

Conclude your assignment by linking it back to your main focus and topic sentence as explained in the assignment introduction. Your conclusion should include:

- a personal reflection on what you have learnt throughout the module and the writing of your assignment
- your recommendations for the future (if appropriate / relevant)
- a summary of the main points discussed in the assignment

Reference List / Bibliography

The reference list or bibliography follows immediately the conclusion of your assignment. In the reference list you should include all resources and sources that you have reproduced, referenced, quoted, paraphrased, or summarised in your assignment.

If you choose to include a bibliography, you should also list all the sources that you have *consulted in preparation* for your assignment.

Appendices

Appendices are *additional* documents that *support* your answer in the main body of your assignment. Your appendices should be:

1. Separately *numbered* and *titled*,
2. Clearly referenced in the main body of your text.

MBS Assignment Template