

Chapter 6: Further Academic Skills: Working on an Assignment

Test your knowledge of Chapter 6: Further Academic Skills: Working on an Assignment by answering the following multiple-choice questions. You can find the answers to each question at the end of this document.

- 1 When reading the literature for information on an assignment topic, you need to:
 - a examine the literature that uses the precise content keywords in the assignment topic.
 - b examine the literature for claims about the content keywords.
 - c examine the literature for any distinctions it makes within the content keywords.
 - d All of the above.
- 2 When responding to an assignment topic, you must address each of its parts. How many parts are there in the following assignment topic?
While universities and business organisations value group work, students are not as convinced of its value. Discuss
 - a 1
 - b 2
 - c 3
 - d 4
- 3 One of the items in the following list does NOT belong in it. Which item should NOT be in the list?
 - a Examinations
 - b Paragraphs
 - c Topic sentences
 - d Linking words
- 4 Which is the stronger list?
 - a Sending a card to a friend gives pleasure. Email is a good way to keep in contact.
 - b One way of keeping in contact with a friend is to post a card. A second way is to send an email.
 - c There are two ways to keep in contact and give pleasure to friends: sending a card or an email.
 - d Email is a good way to keep in contact with a friend. Sending a card may be even better as it can create greater pleasure.
- 5 When you are asked to compare and contrast, you should:
 - a create good bases for comparison.
 - b use the literature to find what are considered the most significant bases for comparison.
 - c use your own knowledge to find the most significant bases for comparison.
 - d expect that there will be no complexities in your comparison.
- 6 Your assignment topic is: Evaluate the anti-discrimination policy in Company X. In order to respond to this topic you will need to:
 - a develop criteria as a basis for assessing the policy.
 - b decide how truthful the claim is given all the evidence in the literature.

- c develop relevant, significant and comprehensive criteria as a basis for assessing the anti-discrimination policy.
 - d use the literature to develop relevant, significant and comprehensive criteria as a basis for the assessment.
- 7 Which of the following statements is written in argument form?
- a This essay examines the ambivalent attitude of students to group work and also addresses the value placed on group work by employers and universities.
 - b This essay is written to respond to the question about the value students place on group work in universities and whether universities and employers have the same opinion about group work as students do.
 - c This essay claims that while students have an ambivalent attitude to group work, employers and universities are convinced of its value.
 - d This essay first argues that students have an ambivalent attitude to group work. Then it addresses the attitude of employers, and finally that of universities.
- 8 How can you show your reader that you disagree with an idea you are presenting?
- a Present the idea you disagree with first, then present your idea.
 - b Present your idea first, then present the idea you disagree with.
 - c Make a decision as to which idea you support and only present that.
 - d Make a decision as to which idea you disagree with and present it without giving any reasons why it might be acceptable.
- 9 One effective way of showing that there is support in the literature for an idea is to:
- a use the idea, with a citation to the source that has best described it.
 - b use the idea, with a citation to the most recent source that agreed with it.
 - c develop the idea from all the sources that agree and provide a citation to the best source.
 - d use the idea, with citations to all sources that agree with it.
- 10 After an assignment is written it should be:
- a proofread for errors in grammar and spelling.
 - b edited for adequacy in content and proofread for correctness of language, citations and reference list items.
 - c submitted with a cover sheet.
 - d proofread for accuracy in citations and reference list items.

Answers

- 1 D
- 2 C
- 3 A
- 4 D
- 5 B
- 6 D
- 7 C
- 8 A
- 9 D
- 10 B

