

ORGANIZATION OF THE TERM PAPER FOR SUBMITTING

Assignment Cover Page

This is the same as the cover of the Assignment Brief we give you with the assignments and course contents. Complete it fully.

Table Of Content (TOC)

Your Table Of Content shows all inclusions in your assignment report by titles and page numbers. Microsoft Word has templates that you can use to produce a neat TOC.

Authentication Of Own Work

Be sure to have all team members correct authentication on the section of the Assignment Cover Page that requires it.

Assignments In The Learning Outcome

Write out the topic/task completely as you receive them. Do not abbreviate. E.G. P1. Evaluate the roles of the Senior Cabin Crew Member. Submit neat drafts of your work. Ensure that the printed copies are on the correct pages and as stated in the Table Of Contents.

Score Sheets

Every task in the Assignment (eg P1 OR M1) is to be accompanied by a Score Sheet. This is the new Assignment Cover Page. The score sheets are used by the Lecturers to grade your work so be sure to print and include for each learning outcome. These are also returned to you if you have corrections on the assignments as feedback on the work so you better understand the changes that are needed.

Referencing All Sources In Your Work| Create Your Reference Page

At: www.citethisforme.com

The Reference Page is a list of all sources that you cited in-text. Place the sources in alphabetical order in the reference list. Use citethisforme.com to do your references. Use www.grammarly.com to do the grammar checks.