



## **A DETAILED REPORT OF THE LECTURE ON** **"HOW TO WRITE AN ASSIGNMENT?"**

The program's resource person is Dr. O. N. Gonsalves, Research Facilitator at the Incubation Centre at St. Edmund's College. The lectures were held on the following dates the 6th, 9th, and 10th of September 2024, respectively, for the first, third, and fifth semesters. The lectures were held during the class hours.

Writing an assignment is a fundamental academic task requiring a structured approach to effectively convey one's understanding and analysis of a given topic. This program has guided the students through the essential steps of crafting a well-organized assignment.

The following were the objectives of the lecture on writing an assignment:

- I. **Develop Critical Thinking Skills:** Engage in analysis, evaluation, and synthesis of information, allowing you to formulate well-reasoned arguments.
- II. **Improve Writing Proficiency:** Refine your ability to express ideas clearly and concisely through structured writing.

The expected learning outcomes for the students were as follows:

- I. **Demonstrate Analytical Skills:** Exhibit the ability to critically analyse and synthesize information in a structured and coherent manner.
- II. **Enhance Academic Writing Skills:** Improve your ability to write assignments that meet academic standards, including proper citation and referencing practices.
- III. **Cultivate Self-Directed Learning:** Develop independent learning skills by managing your research, writing, and editing processes.

## **A summary of the proceedings of the three-day workshop on *How to Write an Assignment* with the Department of Sociology, St Edmund’s College, Shillong**

1. The Department of Sociology, St Edmund’s College, Shillong, organised a three-day workshop to acquaint its students with contemporary academic and ethical standards while preparing their internal assignments. To this end, the college's Research Facilitator, Dr Oliver Nelson Gonsalves, was invited to deliver a series of three one-and-a-half-hour sessions over three days in September 2024.

Students from the 1<sup>st</sup>, 3<sup>rd</sup> and 5<sup>th</sup> semesters attended these sessions. Sessions were incorporated into students’ regular class schedules (refer to the programme below).

<b>Semester</b>	<b>Date</b>	<b>Time</b>
First	Friday, 06 September 2024	1000 h – 1045 h and 1145 h – 1230 h
Third	Monday, 09 September 2024	0915 – 1000 h and 1100 h – 1145 h
Fifth	Tuesday, 10 September 2024	0915 h – 1000 h And 1000– 1045 h

2. This is the second (and consecutive) collaboration between the Incubation Centre and the Department of Sociology. In April 2023, the Department of Sociology organised a Value Added Course (VAC) entitled, [\*Basic Concepts of Social Research\*](#). The Incubation Centre took two sessions on generating *Research Outputs*.
3. Based on the lessons learned from the previous edition of this course, emphasis was *limited* to teaching students the following issues of relevance:
  - a. Basics of Academic Writing (writing skills and logic-flow).
  - b. How to identify a reliable source of information (open-access journal articles) for a class assignment.
  - c. What is plagiarism? What are citations?
  - d. Understanding referencing (APA style) using a widely accessible [template](#).
4. A PDF version of the PowerPoint presentation (based on points a-d {above}) was disseminated among the students. Students were also encouraged to explore opportunities to collaborate with the Incubation Centre by reviewing books for journal publications.

## FLYER

**ST. EDMUND'S COLLEGE,  
SHILLONG**

**SOCIOLOGY DEPARTMENT  
IS ORGANISING**

# **A LECTURE ON: HOW TO WRITE AN ASSIGNMENT?**

This lecture will guide you through the essential steps of crafting a well-organized assignment.

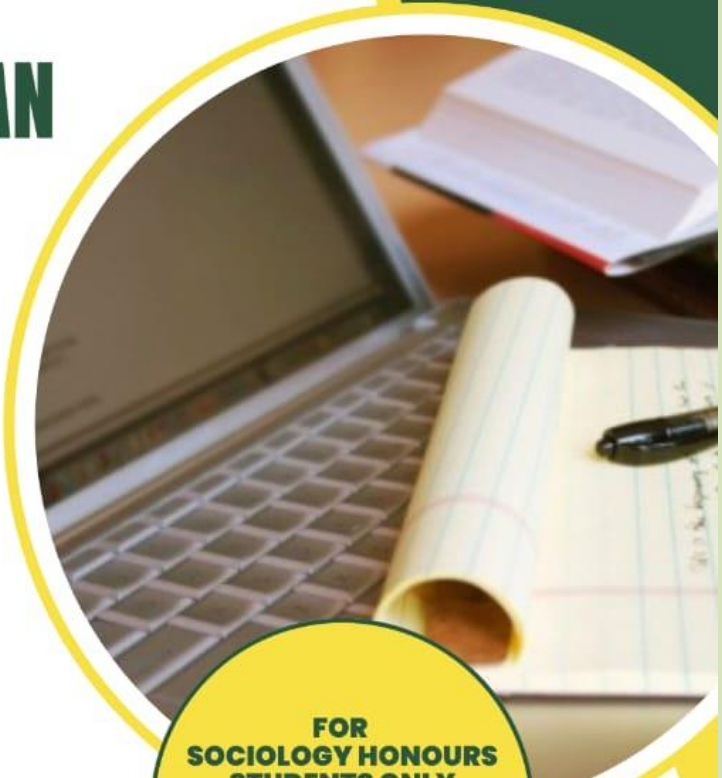
### **OBJECTIVES**

- ✓ Engage in analysis, evaluation, and synthesis of information, allowing you to formulate well-reasoned arguments.
- ✓ Refine your ability to express ideas clearly and concisely through structured writing.

### **WHAT YOU'LL LEARN**

- ✓ Writing skills
- ✓ Flow of thought
- ✓ Plagiarism
- ✓ Referencing

**Resource person:  
Dr.O.N. Gonzalves  
Research Facilitator  
Incubation Centre**



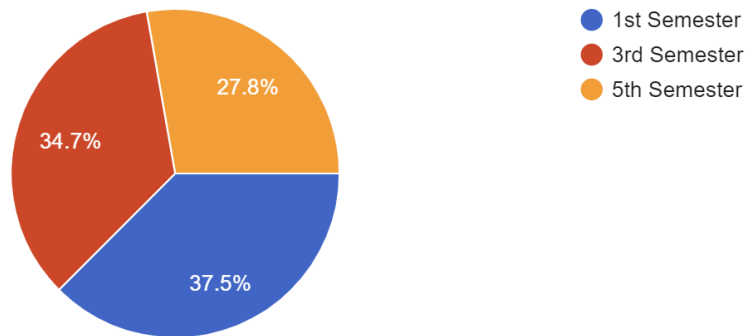
**FOR  
SOCIOLOGY HONOURS  
STUDENTS ONLY  
DATE:  
6.09.2024  
9.09.2024 &  
10.09.2024**

**DISCOVER YOUR  
KNACK FOR  
WRITING !**

# FEEDBACK

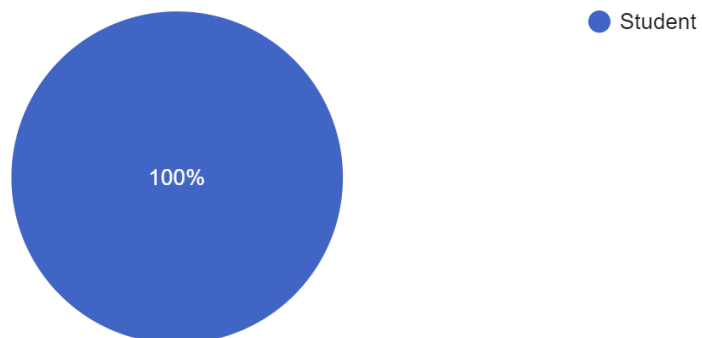
## Semester

72 responses



## Designation

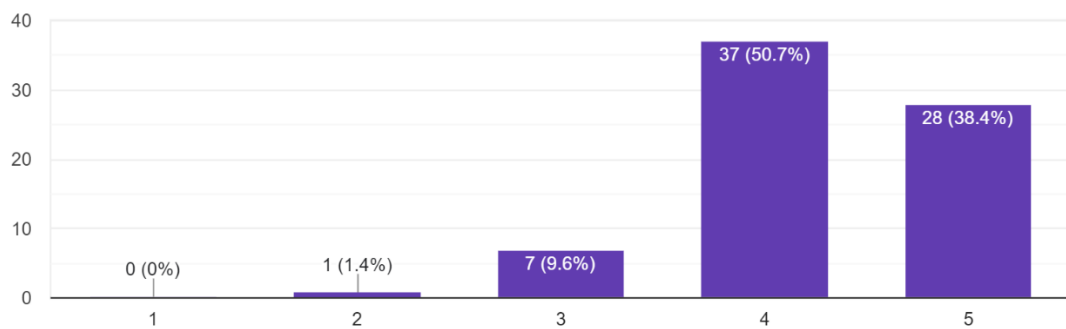
73 responses



## How relevant is the content of the lecture?

[Copy chart](#)

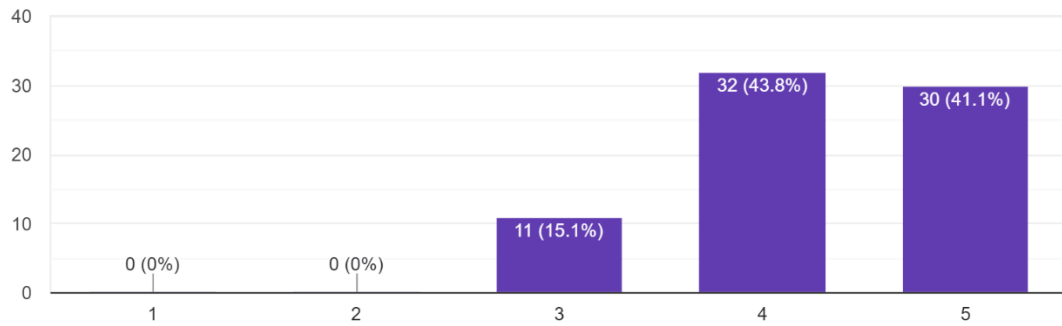
73 responses



### How is the content of the lecture?

 Copy chart

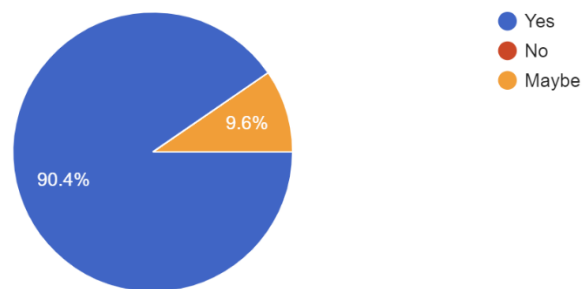
73 responses



### Was there a learning experience from the lecture?

 Copy chart

73 responses



### Any suggestions?

73 responses

- No
- None
- no
- No.
- No comments
- No suggestions
- I really enjoyed learning from Sir .
- Be expressive and smile while teaching
- Topic was brief and well explained for the lack of time the teacher had. PPT was crisp and on point.

### Any suggestions?

73 responses

It could've been taken in the form of an event or programme instead of being taken in our major classes.

nothing

Suberb explanation. But to keep the attention of the students, it would be better if the instructor goes off topic once in a while.

No suggestions .

The lecture was really beneficial to us as it will help us in our future and would love to have more learning experience that will be beneficial to us in this competitive world

No

The only problem I had was that the environment was a bit distracting. Maybe the class should have taken place elsewhere.

Thank you so much sir it was very helpful for me as I learn how to write an assignment in a proper way.

### Any suggestions?

73 responses

The session can be a little more flexible with an easy approach.

none

Can be louder and clearer and given more time.

.

None.

Approach in a polite manner and be a bit patience

None

To organise more programmes like these in the near future.

More interaction

More importance could be given to teach the students about the difference between the different types of

### Any suggestions?

73 responses

It was helpful

Talk loudly and not too fast

None so far

.

along side lectures, some exercises and activities could have been included

Today sessions had a good impact and I hope next class I would like to hear more live examples and advices.

Was good

Simple direct explanation without overcomplicating small things

The session can be a little more flexible with an easy approach.

## PICTURES



