

Tips for Approaching Coursework

1. Review the topics in the subject syllabus.
2. Select four (4) that appeal to your basic interest.
3. Canvas your sources of information (text, local community, magazines etc) to see what information is available on each topic. This will give you a general feel for how you may develop a topic successfully.
4. Develop an AIM for the project. This will comprise a number of objectives to fulfil an overall purpose. Your teacher should see and discuss these with you before you proceed.
5. Develop an outline of chapter topics (broad) for the entire paper to achieve the Aim of the project. Each Chapter should cover the achievement of an objective. Your teacher should see and discuss these with you before you proceed.
6. Develop each chapter's outline. You should answer the questions - Who? What? When? Why? How? and Where? as it relates to the topic before moving on to the next chapter outline. Your teacher should see and discuss these with you before you proceed. Once approval has been received here, you should collect data and keep it together before starting to write. Always make a copy to use for the rough work. Save the original for the final product.
7. Organize your research data according to the chapter in which it would be used. Read through all of your data carefully and make ideas before starting to write. Try to stay focussed on the Aim of the chapter and the project.
8. As each chapter is completed try to have it checked by your teacher.
9. Once the entire first draft is completed (preferably before November 30 of the examination year) this should be submitted to your subject teacher for critiquing.