

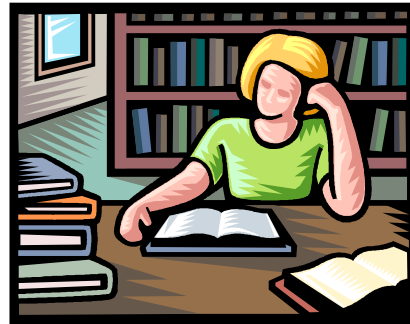
Preparation: Where and when to work on writing tasks (1)

It can be helpful to think about where you need to be to prepare, produce and revise your writing. You may not want to work through all the stages in the same location; for example, you may prefer to prepare for writing in the library (so you can easily access resources) or you may prefer to prepare in your room/accommodation (so you are not tempted to gather too many materials).

Choosing the right space to work in



Your room (study / bedroom)



Library / resource centre at University



Another room in the house
(kitchen / living room table)



Computer room at University



Elsewhere (e.g. café)

What are the benefits of the location e.g. accessibility to materials (lecture notes, books), 24-hour access (opening hours)?

What problems may you experience e.g. distractions from family/friends, noise?

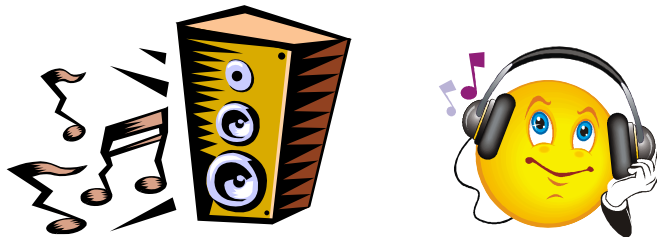
Preparation: Where and when to work on writing tasks (2)

The furniture and environment

- Your desk: have you got a clear working space?
- Your chair: are you comfortable and supported?



- Can you sit near a window (for natural light and ventilation)?
- Is the lighting bright enough / too bright? Do you need a spotlight?
- Clocks: does it help to have a clock visible?
- Noise and sound
- Does listening to music help you concentrate? Sometimes, certain types of music can help with concentration (usually instrumental music, such as classical music).



- Do you prefer to listen to music on headphones or via speakers? What impact could this have on your neighbours or family?
- Do you prefer silence? Is the University library too noisy or too quiet for you?

Time of day for working: when and how long

- Is this a productive time of the day to work? You may prefer to do certain tasks at a particular time of the day.
- Are you a morning person? If you are alert early in the day, you may want to reading or writing tasks now.
- Do you prefer to work in long chunks of time? Check out our 'Handbook on Revision and Exams' which may help you understanding more about your learning style and how memory works.
- Think carefully about the consequences of working late at night – how this may affect your eating and sleeping patterns, as well as attending lectures.

