Planning your assignment using an index card per paragraph

**Theme**

- State the theme in one sentence
- Why is the theme important?
- What evidence are you going to use to prove your point?
- What is the source of the evidence? (what is the reference)
- How can you link this paragraph to the main theme of the assignment and can you link it to other paragraphs?
- How many words should you allocate to this?

- Create a set of cards that you can shuffle, amend or discard until you find a suitable running order
- Decide on themes by using spider-diagrams/mind-maps, key topic headings or any other planning technique you find useful

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