

## Planning your assignment by paragraphs: using index cards

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