# Prioritization in Assignments [Video Transcript]

- [Anisa] Hey, hello Irene. How are you today?

- [Irene] Excellent! How about you?

- [Anisa] So, how are you doing with the essay assignment?

- [Irene] I'm handling quite well actually.

- [Anisa] Really? I'm struggling to prioritise my one.

- [Irene] No worries, it's my area, I can help you. We are already at the Senate building. This is where I usually have my favourite hot chocolate. Well, talking about managing assignment, as for me, I think the first thing to do is to make a to-do list. Rank them in the order of importance and urgency. You need to be well aware of your lecturer's requirements, so that you know what kind of criteria your work needs to include. After that, you are ready to make a list of what tasks to be done, for example, your main idea, your concepts, and then your choice of academic resources or references.

Obviously, the essay, critical review, reflective report, or whatever, needs to be segmented into well-constructed paragraphs. Each paragraph should clearly demonstrate its main idea or argument, supported by reliable examples from both social and academic context. Remember, relevant secondary resources always make your statement more convincing. Oh, do you remember all the things that I've said?

- [Anisa] Wow, hold on. I need to note this down. Okay, anything else for an awesome kick-start?

- [Irene] Mm, do you mind walking with me to the library? 'Cause I need to borrow some books.

- [Anisa] No problem.

- [Irene] Okay, let's go. Learning Hub is usually called the heart of the campus, as the majority of learning activities take place there. Whenever I have my assignment to do, I usually go straight to the top floor of the building. Which is called the Silent Study Area.

- [Anisa] Regarding that I have figured out my general what-to-do list, where should I move on to?

- [Irene] Oh yeah, my recommendation is to create a daily planner. To be precise, you need to divide large assignments into smaller tasks, to make it easy, for example, let's have task A and B. Task A is more important, requires more intense research, or even more creativity, and task B comes secondary in urgency and difficulty. You would spend a time in a day, that your attention and creativity works the best, for task A, and spend a smaller amount of time for task B. In fact, everyone has their own time zones, so make it right for your biological and physiological clock. And you can have a regular break in between to have some coffee, or chat with your friends.

- [Anisa] Wow, such a stunning view! Where are we going next?

- [Irene] Mm, let's see. Hi Anisa. This is Creative Hub.

- [Anisa] Wow, are you going to have a rehearsal for your magazine show assignment?

- [Irene] That's right. So much hard work! Well, I have to say that receiving the feedback for your first draft is an important part of the writing process. Feedback can be given from your personal tutor, your academic lecturer, friends and family. Those giving feedback are trying to point out either strengths or weaknesses, for the purpose of helping you improve as an academic learner. The more objective viewpoints you have, the better.

- [Anisa] Totally agree with that.

- [Irene] Remember to take action from the feedback, but do not agree with all the feedback. When you turn in a paper, the person who gave you the feedback is not getting the grade, you are. It is ultimately you who will decide what will go into your paper and what will not. However, you should at least listen to it and evaluate the usefulness of all the feedback you get. This is one way of developing your critical thinking.

- [Anisa] Yeah, everything looks clearer to me now. Okay, then we are reaching the final step, where we carefully proofread over the work we have completed, searching for errors in spelling, word usage, grammar and punctuation.

- [Irene] Absolutely. Those mistakes can make it hard to understand a person's writing.

- [Anisa] Thank you so much for all the help. I think now I am ready to get down to business right away. Bye bye, and have a nice day.