



GABM

Global Academy of
Business & Management

Office of Executive Education and Professional Certification
GABM GLOBAL ACADEMY OF BUSINESS AND MANAGEMENT

Corporate Office India:
PO BOX 7855, JP Nagar 2nd Phase
Bengaluru – 560078, Karnataka.
+91 80 26591957.
Company No: U80300K2020PTC137660

Reg. Office United Kingdom:
85 Great Portland Street
First Floor – London W1W7LT
+44 2070199052
Company No: 14620845

✉ info@mygabm.com | 🌐 www.mygabm.com

GUIDE FOR THE WRITING OF ASSIGNMENTS

1. ORIENTATION TO AND PURPOSE OF THE GUIDE

This guide contains an exposition of the requirements in respect of assignments, essays, papers or any other written material submitted for evaluation in the GABM Global Academy of Business and Management. The purpose of the guide is to help students develop the ability to submit written records of research findings that consistently meet the requirements of academy.

2. A FEW REQUIREMENTS AND GUIDELINES FOR THE WRITING OF ASSIGNMENTS

2.1 FORM REQUIREMENTS

- An assignment must always exhibit a continuous train of thought and should not consist of loose, unconnected fragments. Keep to the subject. Avoid tedious explanations, repetitions and unnecessary information.
- Each assignment starts with an introduction and ends with a summary/Conclusion.
- An assignment must be provided with adequate headings and subheadings must be numbered clearly and in a consistent manner.
- Provide clear definitions of key terms.
- Language usage must be neat and correct. Pay attention to the construction of sentences, punctuation, paragraphing etc.
- Avoid usage of abbreviations. Number smaller than 10 as well as fractions must be written out.
- Pages must be numbered.

2.2 CONTENT REQUIREMENTS

By working independently you should provide proof of your ability to

- Integrate the subject matter in a meaningful manner.
- Use sociological concepts, identify specific sociological approaches models and theories and indicate their relevance to the topic.

Note: The value of any scientific study is enhanced by the use of as many primary sources as possible, that is, through direct reference to the original works of specific authors.

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1.1 TECHNICAL EDITING

As a rule an assignment has the following structure.

- Title page
- Table of contents
- List of tables, graph, figures, maps and appendices
- Text
- List of references
- Appendices

Note: In the case of assignments and other departmental activities of limited scope, a foreword is normally not required. In the case of research reports, master's dissertations and doctoral thesis, that do contain forewords, it is advisable to consult a more advanced guide.

1.1.1 TITLE PAGE

The title page must contain the following information.

- The title of the assignment
- Name and student number of the candidate
- Course and degree of the candidate
- Date on which the assignment must be submitted.

1.1.2 TABLE OF CONTENTS

The purpose of a table of contents is to provide a systematic overview of the contents of the assignment, and to link headings and subheadings to specific page numbers for easy reference.

Note: The numbering of headings and subheadings in the table of contents must agree with the headings and subheadings in the text – all headings and subheadings must be contained in the table of contents.

1.1.3 LIST OF TABLES, GRAPHS, MAPS, FIGURES AND APPENDICES

The table of contents is followed immediately by a separate list of the tables. Figures, graphs, maps etc. contained in the assignment. This list contains the numbers and headings of these items, as well as the numbers of the pages on which they appear in the text.

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1.1.1 TEXT

The text of an assignment comprises both content and form components. During the planning and writing of an assignment bot must receive continuous attention.

1.1.1.1 The content component of an assignment.

1. Introduction:

Explains the aims of the assignment and the intended course of the study. If applicable provides an exposition of the methodology.

2. Body:

Comprises the logical and reasoned development of ideas, theories and arguments concerning the theme of an assignment. In accordance with the aim (as set out in the introduction), the key concepts are identified, defined and connected with a view to the elucidation of the theme. In this respect clear-cut, logic and systematic coherence as well as analysis of the data are of the outmost importance.

3. Summary:

Entails a concise exposition of the most important ideas. Results or conclusions. The broad topic is summarized in the form of conclusions. The summary should contain no new information.

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Checklist

Always proofread your written work. Check it using the following list of rules before you submit it.

1. Staple your pages together before handing in (top left corner).
2. Use 1" margins on all sides.
3. Use only 12pt type in a standard font.
4. Number your pages (the first page of text is page 1).
5. Always double-space (except in lengthy offset quotations).
6. Do not leave blank spaces between paragraphs.
7. Indent every paragraph.
8. Avoid very long (1 page) and very short (1-2 sentence) paragraphs.
9. Give your work an interesting and descriptive title.
10. Do not underline your own title.
11. Avoid slang expressions (e.g., 'popped him one').
12. Introduce all direct quotations (see over).
13. Long quotations (4 lines) are to be offset.
14. Use a bibliography, on a separate page
15. All book titles must be underlined or italicized (not both – be consistent).
16. Correct all common spelling and typographical errors (use spell-check).

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