

## How to Write Your Assignments – Made Simple

### Point of View

When you are writing your assignments, it is important that you pay attention to the point of view from which you are writing. There are **three** perspectives from which you can write.

**First person** is used to show your own perspective.

**Example:** "I am an English teacher at a secondary school. When I create resources for my lessons, I make sure that they are inclusive and meet the needs of individual learners."

**Key pronouns used:** I, me, my, mine, myself.



**Second person** is when you are giving instructions – this document uses the second-person perspective.

**Example:** "You should make sure to pay attention to perspectives when you are writing your essays."

**Key pronouns used:** you, your, yours, yourself, yourselves.



**Third person** is used for the perspective of someone or something else.

**Example:** "English is a multi-disciplinary subject. It is important that teachers of this subject are proficient in reading, writing, speaking, and listening."

**Key pronouns used:** he, him, his, himself, she, her, hers, herself, it, its, itself, they, them, their, theirs, themselves.

## Essays

When you write an essay, you should be writing in the **third person**.

Essays generally seek to convey an argument or explain something. Whilst you will naturally include elements based on opinion, your essay should aim to be factual and provide the reader with information.

You should **not** use personal pronouns such as 'I' or 'me'.



## Reflective piece

When you create a reflective piece, you should be writing in the **first person**.

Reflective pieces are a way for you to show your thoughts on your practice and analyse what you did well on and what you could improve.

You **can** use pronouns such as 'I' and 'me'.



## Planning

Plans are usually personal documents and are therefore generally written in the **first person**.

Plans are documents on which courses, lessons, events, etc. can be detailed and prepared for.

For most plans, you **can** use pronouns such as 'I' and 'me'.