



Other types of writing

1. Writing a case study, book review or annotated bibliography

Case studies

Case study assignments are studies into real world situations to which students have to apply the theories they are learning. Depending on your area of study, the assignment question may be presented in the form of facts for analysis. For example, these facts may be about an organisation (for management students and finance and accounting students), or a utility or building site (engineering). Your analysis may involve identifying and solving problems associated with the case, answering specific questions, or making recommendations: for example, engineers may be asked to recommend the best type of waste management control for a particular site.

Generally, case study refers more to the assignment question than the format of the finished assignment. The results of your analysis will normally be written up either in the form of a report, or an essay: that is, if you are required to analyse data, show results, then make recommendations, your assignment is more likely to follow the report format. On the other hand, if you are required to answer one or two questions related to the case study data, it is more likely that your assignment will resemble an essay, with a clear thesis statement made at the beginning of the essay. However, essays written in response to case studies generally share a number of characteristics of reports, that is, information can be organised into sections with headings, and recommendations can be made in the conclusion. Finally, some case study assignments are presented in question-answer format.

To view an example of a student essay written in response to case study material, see the self-access module *Annotated Models of Disciplinary Essays: Unit 5 – Annotated Management Essay*. To view reports written in response to case study questions, see the module *Report Writing: Unit 3 – Writing Accounting and Finance Reports*.

Book review

First year university students are sometimes given a book review assignment due not long after semester starts. The rationale for this is often as follows:

- a book review in this context is a relatively small task, so you receive practice writing at university before you hand in a major piece of written work
- lecturers can detect any stylistic problems and provide feedback which should be taken into account before you embark on a longer assignment
- you can become familiar with the library gradually without having to find books for a major assignment
- book reviews require you to distill the argument or issues dealt with in the book, in other words, writing book reviews helps you to improve your skills of critical analysis



1. Writing a case study, book review or annotated bibliography



2. Writing a literature review

Learning objectives

This module will help you to:

- understand the requirements and function of a case study, book review, annotated bibliography or literature review assignment
- understand the type of information which should be included in these assignments types
- structure these assignment types accordingly



