**HRM2105M Human Resource Management 2018/19**

**Assessment two – Individual essay**

**Tips for writing your essay:**

***An academic essay is an assessment to show how much you have learned and thought about a topic.***

As this is an essay you will need to have an introduction, a main body and a conclusion.

You **introduction** ‘sets the scene’ for your reader, it provides a bit of background/history and puts the topic into context.

Your **main body** will discuss the topic and includes what the literature says – both for and against (opposing views). Each paragraph of your main body should provide a ‘topic sentence’ which says what the main point of this paragraph. Use clear transitions from one section to the next – i.e. end each section with a sentence that links it to the next section. This will ensure that your work flows. This will help you to structure your work in a logical order.

**Conclusion** – Your conclusion should bring together the main points in a summary. Do NOT bring anything new into your conclusion – anything that you have not referred to in the introduction or main body. This is your opportunity to bring your viewpoint into your work which should be based on everything you have read and researched – remember to keep this in the 3rd person also, refer to yourself as ‘the author’ or ‘the writer’.

**Start** your assessment by choosing *one* of the options and then think about what will be included in the topic, make an outline based on these areas. Use them as temporary headings to help you get started.

**e.g.:** If you were choosing option 1 you would be looking at Learning and Development; employee motivation and engagement; performance; productivity of a happy, developed workforce; increased staff retention and decrease in absenteeism etc.

These areas that you have identified will now need to be *discussed* within your work and a logical flow of information will be needed for the work to make sense.

Now you have identified what areas need to be included you need to do some research and reading to understand the overall viewpoint on these areas, ask yourself these questions:

What theory is associated with each of these areas?

Who are the main theorists/sources of information on this topic?

You will need to look in academic text books (including the core text) and also academic journals (library site) and the CIPD website is a good starting place. Also don’t forget to look in the reference list of those sources – this is an easy way to find relevant material.

If you say something then back it up! Please do not leave large areas of text or key statements without a citation (reference), this will lose you marks as your work loses its credibility.

Overall I want to see that you *understand* the topic, how it fits within a real organisation and what academic theory is related to it. I want to see your *depth* of understanding rather than you simply describing what you have read in a book.

Good luck!