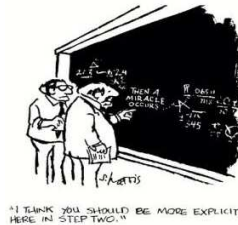


## Tutorial 7

### Preparing for the ECA



## Common Problems – TMA05

- Not following guidance for Q4
- Discussion of "strengths and weaknesses"
- Referencing
- Structure
- Use of headings

## ECA

- Demonstrate understanding of course themes and files
- Present your analysis of the question
- Use examples and evidence from the course materials

## ECA

The key to success is:

- Planning
- Preparation
- Presentation

## Planning

- Work out a schedule
- Aim to finish **well** before submission date
- No extensions allowed

## Preparation – One Approach

1. Read question and guidance carefully
2. Construct multiple cause diagram
3. Use "mind map" / "spray diagram"
4. Organise ideas into structure
5. Look in course materials for evidence
6. Prepare diagrams, figures and tables
7. Revisit and revise ideas and structure
8. Start writing

## Multiple Cause Diagram

- Compulsory part of ECA
- Worth 12 marks out of 100
- To support analysis of *"positive and negative effects of technology on environmental sustainability"*

## Multiple Cause Diagram

To show positive and negative effects, construct either

- one diagram
  - label arrows to differentiate positive and negative effects
- two diagrams
  - One for positive and one for negative effects
  - Ensure both diagrams suitably titled

## Presentation

- Structure
  - Headings and sub-headings
  - Paragraphs
- Use tables and diagrams
  - Where appropriate!
- Spacing
- Margins

## Tables and Diagrams

- Use to present and summarise data
- Good tables and diagrams can
  - make it easy for reader to understand complex information
  - save on word count

## Tables and Diagrams

- Think carefully about
  - information you want to convey
  - type and design
  - location
- Titles and labelling
  - always give a title
  - clear labelling



## Referencing

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- In text
  - Author's name and date
  - e.g. Smith 1998; Smith and Jones 2002
- In bibliography
  - Full details
  - Format depends on reference type



## Example

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- In text
  - Morris D and Carr S (2002)
- In bibliography
  - Morris D and Carr S (2002) *T172*, Theme 3, Section 3



## Example

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- In text
  - PRe Energy Consultants
- In bibliography
  - PRe Energy Consultants, *Life cycle assessment (LCA) or Ecobalance : an introduction* [online] Available from <http://www.pre.nl/lca.html> [Accessed 5 May 2004]