

# Writing a 'Ten Top Tips' Sheet

The Ten Top Tips sheets are designed to provide practical hints and advice on a range of topics relevant to learning and teaching at CQUniversity. Once completed, your draft Ten Top Tips sheet is submitted for peer review and feedback from this process is returned for your consideration. The published version will be available through the Office of Learning and Teaching website.

## 1. Learn from other Ten Top Tips

Read through other examples of the Ten Top Tips sheets published on the Office of Learning and Teaching website (<http://tiny.cc/tentoptips>). This will give you ideas on appropriate style, language and presentation. However, remember that these are just examples - yours will be unique to you and your particular topic.

## 2. Sketch out a draft plan of your topic

Make a list of the ten tips that you feel are most important to your topic, and some notes about what you wish to include in each. Remember to include only one 'idea' per tip. Having this 'map' of your ten tips will give you an overview and help keep your writing focused.

## 3. Aim for a short, meaningful heading

Start with a short phrase, written as an instruction that succinctly describes the tip. The heading should grab people's attention and entice them to continue reading. If you aren't sure of your heading at the stage, don't worry - it will probably become clear once you have completed writing about your tip.

## 4. Follow with some detail

Provide a short, introductory statement, then your practical hints and suggestions that relate to this tip in approximately 3-5 lines. It may be useful, at times, to include an example in the body of the tip to illustrate your point.

## 5. Write simply in plain English, without jargon

Write your Ten Top Tips so that they can be easily understood by staff working in different areas. Use clear, concise language in a direct, informal style that 'speaks' to the reader by, for example, using 'you' or 'your'. Avoid technical terms and jargon where possible. If technical terms are necessary, provide a short explanation of the term and refer the reader to other sources for more information.

## 6. Include a 'sprinkling' of scholarship

Consider including references to additional information, such as websites, articles or texts, so that readers who are keen to find out more have the details readily available. Resources that include a description or practical examples and applications are particularly useful. Websites such as the Australian Learning and Teaching Council <http://www.altc.edu.au/> or the UK Higher Education Academy <http://www.heacademy.ac.uk/resources> may be good places to start.

## 7. Keep your text to a single page

The aim of the Ten Top Tips initiative is to provide a suite of succinct, practical resources. If necessary, develop a series of sheets for larger topics such as assessment or student engagement. Each sheet should cover a different aspect of the broader area of interest.

## 8. Review and edit for clarity and relevance

Read through each of your tips to make sure that what you have provided is a clearly written description, with a focus on practical hints and suggestions. Think about your audience as you review each tip, with a particular focus on those who are new to the University.

## 9. Seek feedback from colleagues on your draft text

Talking to other staff with an interest in your Ten Top Tips topic may help to refine your thinking, or may even bring out tips you have not considered. A colleague who has no previous experience in the area could also provide useful insights, from the perspective of a 'newcomer'.

## 10. Upload your text into the Ten Top Tips template

This is available for you at: (<http://tiny.cc/tentoptips>). The template includes the necessary spacing for final graphics, so will provide you with a useful guide for the amount space available.