

How to Write IGNOU Assignments (Step-by-Step Guide)

Writing IGNOU assignments correctly is essential because assignments carry **30% weightage** in the final result. A well-written assignment, submitted on time and in the proper format, improves the chances of scoring good marks.

Follow the steps below to write IGNOU assignments the right way.

Step 1: Download the Correct Assignment Question Paper

- Visit the official IGNOU website or your study centre notice board
- Download the **latest assignment** for your course and session (January / July)
- Check the **course code, programme name, and academic year** carefully

Writing answers for an old or wrong assignment leads to rejection.

Step 2: Understand the Questions Properly

- Read all questions carefully
- Note the **marks assigned** to each question
- Identify whether the question asks for explanation, comparison, definition, or examples

Understanding the demand of the question helps you write relevant answers.

Step 3: Study IGNOU Books Before Writing

- Refer to the **official IGNOU study material** for each topic
- Make short notes from IGNOU books
- Do not copy directly from the book

Assignments must be written **in your own words**, as instructed by IGNOU.

Step 4: Follow the Official IGNOU Assignment Format

Cover Page (Mandatory)

Your assignment must have a proper cover page with:

- Student Name
- Enrollment Number
- Programme Name
- Course Code & Course Title
- Assignment Code
- Study Centre Code
- Regional Centre
- Session (January / July)

Incorrect or missing details can cause marks delay.

Paper & Layout Rules

- Use **foolscap size paper**
 - Write on **one side only**
 - Leave **4 cm margin** on the left side
 - Number all pages
 - Mention **question numbers clearly**
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Step 5: Handwritten or Typed – Follow Course Rules

- Most IGNOU courses require **handwritten assignments**
- Use **blue or black pen only**
- Handwriting should be neat and readable
- Some programmes allow typed assignments (verify from your study centre)

Avoid mixing handwritten and typed pages.

Step 6: Write Answers as Per Word Limit

Follow the general IGNOU word limit:

- **5-mark question:** 50–100 words
- **10-mark question:** 100–200 words
- **15-mark question:** 250–300 words

Writing too short or too long answers may reduce marks.

Step 7: Structure Each Answer Properly

A good answer should include:

- Short introduction
- Main content in paragraphs or points
- Examples (if required)
- Brief conclusion

Use headings and sub-headings where suitable.

Step 8: Avoid Plagiarism Completely

- Do not copy from books, websites, or solved assignments
- Do not share assignments with other students
- Write answers using your understanding

Plagiarism can lead to **zero marks or rejection**.

Solved assignments should be used **only as reference**.

Step 9: Review Before Submission

Before submitting:

- Check all questions are answered
- Verify personal details on cover page
- Ensure pages are in correct order
- Remove spelling and grammatical mistakes

Always keep a **photocopy or scanned copy** of the assignment.

Step 10: Submit Assignment on Time

- Submit assignments at your **Study Centre** or online (if allowed)
- Collect and keep the **acknowledgement slip**
- Submit before the **IGNOU Assignment Submission Last Date**

Late submission may affect exam eligibility.

Important Tips to Score Better Marks

- Write clearly and neatly
- Follow IGNOU format strictly
- Stick to the syllabus
- Answer to the point
- Submit on time

Final Note

IGNOU assignments are not difficult if written with proper planning, format, and originality. By following this step-by-step guide, students can confidently write assignments that meet IGNOU standards and improve their overall academic performance.