



# Using colour to review writing style

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## Introduction

Colour coding text can make it much easier to check the appropriateness of your writing style. This is because it makes it easier to distinguish between what you have written and what you intended to actually say. This guide provides an overview of how to highlight text and where you might use colour coding within an assignment.

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## Changing text colour

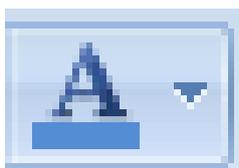
There are two ways of colour coding on screen text:

The first is the **text highlight colour** option in Microsoft Word. To use this, select the text that you want to change colour and then choose your highlighter colour. The following is a screen grab of the text highlight colour option:



This text is highlighted in blue

The second is the **text colour** option in Microsoft Word. To use this, select the text that you want to change colour and then choose your text colour. The following is a screen grab of the text colour option:



This text is coloured blue

## Where to use colour coding

The following outlines parts of assignment text that you may wish to colour code and what you would expect to see when you check that part of your assignment:

Part of the assignment	What to look for when checking
<b>Introduction</b>	<p>A good introduction should include:</p> <ol style="list-style-type: none"><li>1. Most general or broad background information. It needs to be brief and clear enough for your reader to understand your area</li><li>2. Main topic, purpose, rationale, or your point of view.</li><li>3. Outline/structure of your essay or report</li></ol> <p>An introduction is normally no more than 10% of the assignment.</p>
<b>Intended writing style</b>	<p>Colour can also be used to differentiate between styles of writing. For instance:</p> <ul style="list-style-type: none"><li>- Description</li><li>- Analysis</li><li>- Reflection</li></ul> <p>You can then check that your actual writing style matches your intended writing style</p>
<b>Conclusion</b>	<p>A good conclusion should:</p> <ol style="list-style-type: none"><li>1. Recall the theme of your writing</li><li>2. Synthesise the main points that you made in the main body</li><li>3. Explain the overall significance of the conclusion</li></ol> <p>A conclusion is normally no more than 10% of the assignment.</p>
<b>References</b>	<p>We recommend that you use two colours when referencing:</p> <p>Colour 1 = reference format is yet to be checked</p> <p>Colour 2 = reference format has been checked</p>
<b>Headings that need to be removed</b>	<p>When writing an essay you shouldn't include headings or sub headings however, these can be very helpful when structuring your work. Putting them in a different colour will remind you to remove them.</p>

### **Find out more**

Check out the **Academic and Assignment Writing** section of the Study Hub: Online.



### **Further information**

The Learning Resources Study Hub provides a range of opportunities (such as workshops and drop-ins) for you to enhance your academic skills. For more information visit:  
**[lrweb.beds.ac.uk/studyhub](http://lrweb.beds.ac.uk/studyhub)**

