

Understanding your Writing Assignment

All instructors give varying assignments by the use of requirements, guidelines or words. Your job is to completely understand what is expected of you for each assignment. To do this, you can follow the checklist below to ensure your understanding of the assignment **BEFORE** you get started.

- Read through the entire assignment handout/sheet more than once. If there are words or parts you do not understand or have questions about, **ask the instructor**.
- Highlight, underline, or circle the absolute requirements like number of pages or words, format of the assignment, due dates, source requirements, and questions or items to be covered.
- Start making your plan of when and how you can meet the assignment's requirements. Use your planner or a to-do list to help planning steps immediately.

Remember that correctly completing assignments in college is crucial. In most classes you are not given a second chance simply because you did not understand an assignment requirement.

It is your responsibility to know the assignment requirements and to ask questions if you do not understand the assignment.