

Understanding the Assignment

Use this template to be sure you understand your assignment. Remember to check more than one box under Format, Purpose, and Details if your assignment requires it.

Course: _____ Topic: _____

Format	Written	Oral	Audiovisual/Multimedia	
	<input type="checkbox"/> brochure	<input type="checkbox"/> debate	<input type="checkbox"/> computer product	<input type="checkbox"/> scrapbook
	<input type="checkbox"/> dramatic script	<input type="checkbox"/> interview	<input type="checkbox"/> dance	<input type="checkbox"/> slideshow
	<input type="checkbox"/> essay	<input type="checkbox"/> panel discussion	<input type="checkbox"/> diagram	<input type="checkbox"/> tableau
	<input type="checkbox"/> news article	<input type="checkbox"/> presentation	<input type="checkbox"/> display	<input type="checkbox"/> television show
	<input type="checkbox"/> newsletter	<input type="checkbox"/> role-playing	<input type="checkbox"/> illustration	<input type="checkbox"/> video
	<input type="checkbox"/> report	<input type="checkbox"/> seminar	<input type="checkbox"/> poster	<input type="checkbox"/> website
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Purpose	Describe	Explain	Persuade	Argue
	<input type="checkbox"/> state facts	<input type="checkbox"/> comment on format	<input type="checkbox"/> move an audience to change	<input type="checkbox"/> prove a hypothesis
	<input type="checkbox"/> retell a story	<input type="checkbox"/> analyze information	<input type="checkbox"/> debate an issue	<input type="checkbox"/> predict possibilities
	<input type="checkbox"/> outline ideas	<input type="checkbox"/> investigate concepts	<input type="checkbox"/> defend a position	<input type="checkbox"/> solve a problem
	<input type="checkbox"/> summarize findings	<input type="checkbox"/> compare perspectives	<input type="checkbox"/> justify a decision	<input type="checkbox"/> evaluate worth

Details	Audience	Working Arrangements	Evaluation	Role or Point of View	Length
	<input type="checkbox"/> peers in class	<input type="checkbox"/> individually	<input type="checkbox"/> rubric	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> students in school	<input type="checkbox"/> pairs	<input type="checkbox"/> checklist		
	<input type="checkbox"/> teacher	<input type="checkbox"/> group	<input type="checkbox"/> rating scale		
	<input type="checkbox"/> children	<input type="checkbox"/> whole class	<input type="checkbox"/> anecdotal		
	<input type="checkbox"/> community	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>				

Timeline	KEY STEPS	Topic Selection	Focus/ Thesis	List of Resources	Completed Notes	Outline	First Draft	Final Product
	DATES							

Tip: To keep organized, use a research portfolio that includes the assignment, notes, printouts, and conference details.