Understand your assignment instructions in 4 steps

Follow the four steps below to make sense of your assignment instructions. Use the right side of the page to complete each step based on your assignment instructions.

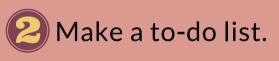




Then, re-read the instructions and answer the following question: What do you need to do to complete the assignment?

Check the prompt for keywords such as:

- Analyze/examine-to study a topic closely and carefully
- Explain/define-to make a topic clear by describing it in detail
- Compare & contrast/discuss-to write about a topic in detail, taking into account different ideas and opinions
- Evaluate/critique-to examine an issue critically to assess its effectiveness
- Argue-to take a position on a topic, and make a case for that position
- Reflect-to critically analyze an experience to illustrate comprehension





After determining the focus of the assignment, read the instructions one more time and note tasks you need to complete before you can begin to write.

Pre-writing tasks may include:

- Read course materials: articles or books.
- Watch course materials: films or videos
- Conduct fieldwork: observation, interviews, etc.

Do you have to do **research** to complete this assignment?

If so, pay attention to the type of sources required to use to write the assignment. Do you need to use peerreviewed journals? Case studies? Books? The DSM-V?

Do you need to visit the PO Library Website?

What do you need to do to complete the assignment?

Make your to-do list here:

Take note of the format and length.

—

Examine the assignment instructions for **formatting** and **length requirements**.

What format do you have to use to complete this assignment?

- Do you have to use APA format?
- Does the assignment offer an outline/format you *must use* to write the assignment?

How many pages do you need to write to meet the requirements?



Before you start writing, **what questions do you have about this assignment?**

Be honest with yourself. Consider what you **do** and **do not understand**.

Write a list of **what you do not understand** and **determine how to seek assistance**.

- Do you need to ask your instructor for clarification on the assignment question?
- Do you need assistance with APA?
- Do you need to meet with a CARE Learning Center tutor?

Write any questions you have here:

Remember, to write your assignment effectively, you first need to understand your assignment.



Want to learn more? Work with the CARE Learning Center!



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9

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What are the formatting and length requirements?