This worksheet will enable you to learn as much as possible about your assignment, so you will be able to write your paper more effectively. Write your response to each of the following in the space below:

1. Read the assignment aloud to yourself, paying particular attention to where the writing task is discussed.

2. List the **key terms** in the assignment that give *directions*.

   List any terms that need to be defined.

3. Summarize in your own words the type of writing task that the assignment requires. Remember that most college writing assignments require a thesis or main point and that although you may not know yet what that thesis will be, eventually you will have to formulate one.

4. What type of information does the paper require? Will the information be based primarily on personal experience or opinion? Will you need to find the information from the library or the Internet?

5. Think about the implicit requirements that are not stated, but are necessary in order to complete the assignment:
Does this assignment require you to define terms? If so, which ones?

Does this assignment require you to develop a relationship between ideas? If so, which ideas must be connected?

Does this assignment require you to take a position on a controversial subject? If so, list two opposing views.

Does this assignment require you to consider questions of degree or make a judgment? If so, explain.

Are you making an assertion or determining the degree to which a judgment is true or false? Look for words such as “to what extent”.

6. Who is the audience, aside from your teacher? What sort of knowledge about the topic do you assume your audience has?

   Before the audience reads my paper, they are likely to have the following beliefs about this topic:

   After the audience reads my paper, I would like them to have the following beliefs about this topic:

7. Why does this topic matter? Why would anyone care about it? Why is it important to think about? Are there any implications or consequences that should be addressed?