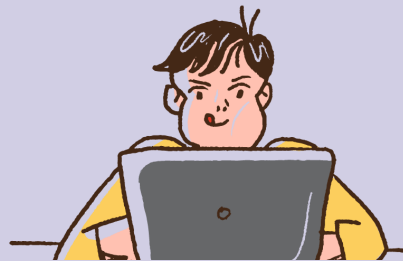


TIPS FOR SUCCESS

Understanding Your Writing Assignment

1 PREP

- ✓ WHAT MIGHT THE ASSIGNMENT REQUIRE?
- ✓ WHAT DO I KNOW ABOUT THE ASSIGNMENT?



2 READ

- ✓ READ THE PROMPT AT LEAST 3 TIMES.
 - Consider reading the prompt out loud.
- ✓ LIST THE ASSIGNMENT'S INFORMATION.
 - What are you being asked to do?
- ✓ LIST THE ASSIGNMENT REQUIREMENTS.
 - Due dates, page length, format, etc.

3 NOTE

- ✓ NOTE UNKNOWN WORDS & PHRASES.
 - Highlight, underline or circle the prompt!
- ✓ TRY TO REWRITE THE PROMPT.
 - Can you explain it to someone else?
- ✓ IDENTIFY THE PROJECT TYPE.
 - Is it a rhetorical analysis? Lab report?

4 DEFINE

- ✓ DEFINE THE PURPOSE & AUDIENCE.
 - Who is your audience? Why write the paper?
- ✓ CONNECT KEY TERMS TO THE PROMPT.
 - "Structural elements, describe, analyze."
- ✓ EVALUATE PROJECT RELATIONSHIPS
 - Between you, your message, the audience.

5 SEEK

- ✓ PONDER KEY TERMS AND IDEAS.
 - What was discussed in class?
- ✓ ANALYZE NOTES & CLASS MATERIALS.
 - Are any required for you to address?
- ✓ ASK & LOOK FOR SOME EXAMPLES.
 - "Has my professor given any examples?"

6 HELP

- ✓ CONTACT YOUR PROFESSOR.
 - If you are confused or have questions.
- ✓ USE CAMPUS RESOURCES.
 - Schedule a meeting with a CxC mentor.