



## WRITING CENTER

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### Strategies for Reading Assignment Sheets

An *assignment sheet* provides a student with the necessary information regarding requirements for a particular assignment/course task. It serves as a guiding framework for students in their effort to effectively complete the assignment at hand.

#### **What to keep in mind when reading an assignment sheet:**

- **Step 1:** Carefully read/go over the assignment instructions → It helps to split/divide the information into multiple sections in order to better understand each component of the assignment.
- **Step 2:** Go over the assignment sheet again and highlight the important points → This will help you organize your thoughts when drafting an outline.
- **Step 3:** Let the highlighted information (important points) guide you as you begin working on your assignment.

#### **Additional tips:**

- Don't hesitate to ask questions or seek clarification/guidance.
- Focus on the **bold** sections of the assignment sheet (this is usually what Professors focus on when evaluating your work).
- Try to cover every point in the assignment when drafting your outline (especially the bold/highlighted sections).
- Create flashcards to help you organize your thoughts or use post-its to mark important sections.
- Highlight, highlight, highlight → it might help to highlight each section in a different color to help you sort through the information more easily (you could also use post-its in the same color as your highlighters to help keep you organized as you begin outlining/drafting).

Still unsure about how to efficiently read assignment sheets?

Make an appointment with the Writing Center!

Library, Room 311/312

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