



## COM 2: Reading an Assignment Sheet

Thoroughly reading and understanding an assignment sheet is perhaps the most important way to ensure success for any project in any course. These documents should outline the expectations, goals, and desired outcomes for an assignment such as how long the paper is supposed to be, what style guidelines must be followed (i.e. MLA), when the paper is due, and whether or not there will be a drafting process with multiple due dates. It may help to think of each assignment sheet as a “cheat sheet” or a blueprint for how to accomplish the project’s goals.

When you get an assignment sheet:

- **Actually read it!** This may sound simple enough, but take time to carefully review the document. Use a pen or highlighter to make note of important components or due dates. Look for key words and terms.
- **Use the rubric if you have one.** Assignment sheets often include a rubric, which is an assessment tool your professor will use to note the skills or knowledge being examined in order to grade the project. You can use the rubric to ensure you have met all expectations.
- **Ask questions.** If you have read the assignment sheet carefully and still have questions, it is *your* responsibility to contact the professor to ask for clarity.

In order to ensure you have carefully read and understood an assignment sheet, use the following assignment sheet guide (on back).



### Assignment Sheet Guide

1. Circle any of the following words or rubric guidelines that are relevant to your particular project:

Format/Style	Argue	Evaluate
Thesis	Support	Narrate
Introduction	Evidence	Interpret
Conclusion	Explain	Compare/Contrast
Grammar	Refute	Define
Multimodal	Analyze	Summarize
Citations/Sources	Synthesize	Other:

2. Write out a list of what assignment sheet components appear to be the most important:

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3. What is the due date(s): \_\_\_\_\_
4. Are you required to use citations and outside sources for the assignment? YES NO  
If so, what style/citation format are you supposed to use? \_\_\_\_\_
5. What is the page/word requirement? \_\_\_\_\_
6. Is this a multimodal project that requires the use of technology or the addition of another component that goes beyond simply writing a paper? YES NO  
If so, what else are you supposed to do? \_\_\_\_\_
7. Do you have questions for the professor, or do you need clarity about a certain aspect of the assignment? Write your questions below:

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