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.