

# the Writing Centers at Saint Mary's

Winona and Minneapolis

## Writing Process: Understanding the Assignment

You need to understand your assignment before you can complete it. The questions below will help you to deconstruct your assignment sheets. Also, check out the sample assignment sheet to the right to see the process in action.

1. What am I supposed to learn from this?  
Understanding the purpose of an assignment may help you figure out your approach.

2. What am I supposed to do?  
What is my end product?  
Are you writing a cohesive essay, answering with a paragraph, or crafting a presentation?

3. What are the keywords in this assignment?  
Keywords are descriptive words that clue you in to parts of the assignment. Identifying the keywords (and defining them as needed) can help you better pinpoint your task(s).

4. What questions do I have for my instructor?  
Every instructor has unique requirements, so you should always ask if something isn't clear.

5. When is this due? How should I plan?  
Having a timeline/calendar for different parts of your assignment will help you avoid procrastination.  
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**Summary Critique** -Read by 11/30  
-Draft by 12/2  
-Revise over weekend

Due 12/4

Write a 2-3 page summary critique of Chapter 3. You should first **SUMMARIZE** the main points and findings of the authors and then fully **ANALYZE** the chapter. Include an introduction and a conclusion.

**Tips:** *So my goal is to review the chapter to show that I understand it and actually read it :).*

- Do not use personal pronouns.
- Format your paper in APA Style
- You should include source support as needed but be sure to use correct APA citations and include a References page.
- Proofread carefully.

*Summarize = recap*  
*Analyze = evaluate or maybe "study"*

*?s for Prof. Smith*  
*Can I use other sources?*  
*Is "I" a personal pronoun?*  
*Do I need a title page?*  
*Does he have an example of analyzing?*

*This is a short essay with two sections—summary and critique. I also need an intro and conclusion.*