Understanding the Assignment
The Basics

Read thoroughly

Take notes & highlight

Ask questions
Typical assignment sheet format

Overview
• So far in this class, we’ve talked about...

Task
• For this assignment, I would like you to...

Additional Notes or Tips
• You may want to consider...

Style and Technical Details
• Remember to use...
• Why you are writing

Purpose

• Audience
  • Who you are intending to reach

• How you write or express it

Genre
Purpose

• → Reason for writing

• Common reasons: to inform, analyze, explain, summarize, persuade, evaluate, synthesize...
Audience

• ➔ Who your message is for

• Determines the necessary level of detail, tone/language

• Shows respect for reader’s perspective
Genre

- The type of writing; a category meant for a specific purpose
- Purpose + Audience = Genre
Technical details

Sources of Supporting Information

• Consider what type of evidence best suits the genre: reading, research, interviews

Length and Document Design

• Adhere to length and format requirements; consult examples for reference
Plan your process

- Schedule goals
- Deadlines
- Peer Review
- Make appointment at UWC
How to address assignment questions

- Not intended to be a comprehensive list, but to get you thinking

- Seemingly obscure questions can be understood as *how* or *why* questions
  - “Discuss the effects of X on Y” = *how* has X affected Y?
  - “Consider X” = *why* is X happening/*why* is it significant?
For more help, visit the UAB University Writing Center

www.uab.edu/writingcenter

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