

## **BREAKING DOWN YOUR ASSIGNMENT: KEY TAKEAWAYS**

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- **Familiarize Yourself with the Syllabus, Class Expectations, and the Grading Rubrics**

Familiarizing yourself with what is expected of you is the first step in understanding a semester's worth of assignments. It allows you to be prepared, but also, familiarizing yourself with the grading rubric— especially at the highest tier— will allow you to know what it takes to get as good a grade as possible.

- **Read Your Assignment, Read It Again, and Then Break It Down**
- **Ask Yourself What the Assignment is Asking Of You**

These two bullet points go together. Review the assignment line by line. What are the action verbs? Analyze, synthesize, identify... what does this assignment **NEED** you to do?

- **If Helpful, Break the Assignment into Smaller Sections, or to Build an Outline**
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Take each line of the assignment and throw it in a word/Google doc. Separate the lines and make a makeshift questionnaire from it. Answer each line individually. In the end, take the assignment prompts out and boom! You have a rough draft.

- **Ask the Teacher for Clarification**

Do not be afraid to approach the teacher for clarification or if you have any questions or concerns! They want you to be successful!

- **...or Ask a Classmate**

Bond with your fellow students by asking their take on the assignment!

- **[Make an Appointment with the Writing Center!](#)**

We are here FOR YOU. This service is free to you and we have a variety of tutors and times available to fit your needs.