Writing Effective Assignment Sheets

Producing an assignment sheet for each of the major writing assignments in a class can help everyone. It helps teachers clarify the scope, content, and form of the response that they desire; it helps students understand what they are being asked to do; it establishes clear guidelines so that the success center tutors can more effectively work with the students.

The English Department thus asks that teachers distribute to students and to the Writing Center a copy of the assignment sheet for each writing assignment. If you already have assignment sheets you use, the Department recommends that you check them for completeness against the following template:

Name of Instructor:  
Course and section:  
Writing Center review (if required) due date:  
Peer review (if required) due date:  
Assignment due date:  
Value of assignment as a component of the course grade: _____ %  
Type of assignment:  □ Essay □ Paragraph □ Other: ______________________

Suggested length of assignment: ______ words  
Mode of assignment: □ narration □ description □ exemplification  
□ causation □ comparison □ definition □ classification  
□ process □ analysis □ response □ other:

Object of assignment (e.g. support a thesis with a researched analysis essay):

Audience □ is chosen by student □ is assigned: __________________________

Purpose(s) □ to inform □ to persuade □ to move to action □ to express oneself □ other: __________________________

The assignment □ additional sheets are attached  
□ from the book __________________ page______  
□ written below:

Other format requirements: □ MLA style □ Other style: __________  
□ word processed □ typed  
□ additional requirements: including source requirements:

On what criteria will this paper be graded?
If you do not currently distribute assignment sheets, the Department asks that you start doing so. You are welcome to use the template above or to develop your own assignment sheet which includes the relevant details from the template.