

STRATEGIES FOR MANAGING ASSESSMENT TASKS

Tips for starting an assignment...

Some students find it hard to start assignments. Here is a list of steps to help you get started and complete the process.

1. DEFINING:

- ❖ What does the topic ask?
- ❖ What do you already know about the topic?
- ❖ What do you need to know - questions and headings, keywords and search terms?
- ❖ What are all the places you might find information - search plan.

2. LOCATING:

- ❖ Find the resources listed in your search plan, such as encyclopedias, internet addresses, non-fiction books and CD-ROMs;
- ❖ Locate information in the resources using key words and search terms to look in the index and table of contents and library inquiry computer.

3. SELECTING:

- ❖ Identify the sources which have the most useful information to answer the focus questions;
- ❖ Write notes from relevant sources using a note-taking grid;
- ❖ Record where the information came from for the bibliography, e.g. author, title, publishing information.

4. PROCESSING AND ORGANISING:

- ❖ Sort the information into the headings which answer the focus questions;
- ❖ Compare the information to find out any differences in the information;
- ❖ Collect any pictures, photographs or tables to use;
- ❖ Identify any areas where further/different information is needed and try to locate relevant sources;
- ❖ Decide on the format for the presentation of the project.

5. CREATING AND SHARING:

- ❖ Complete the project in the chosen format;
- ❖ Present the project to the teacher or class as required.

6. EVALUATING:

- ❖ Look back over the project and decide if the focus questions have been answered well and presented in the best way;
- ❖ Talk to the teacher about the presentation.