



Assignment Design Checklist

Use this very simple checklist, courtesy of Gail Offen-Brown of the College Writing Programs, to give your assignment a quick check-up. We strongly recommend that you also check out the assignment sections of Encouraging Student Writing (<http://teaching.berkeley.edu/publications.html>).

Purpose

What is the assignment asking students to do?

Does what the assignment asks match the author's purposes (given the nature of the class, etc.)?

Is there a discernible central question or task?

Clarity

Is the assignment clear?

Are there words or phrases that might be confusing or unclear to the intended audience?

Is the assignment itself separate from thought questions or process suggestions?

Format and organization

Look at the layout on the page.

Is there a long narrative of unbroken text?

A long series of questions?

How is it organized?

Do the layout and order help the audience understand the assignment?

Can it be broken into steps or paragraphs? Are suggestions separated from the assignment itself?

If the assignment is a major essay, are there any steps or process work assigned along the way to the final draft?