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| **When you receive your task or assignment you need to clarify what you have to do to successfully complete the task. Complete the *Task Definition Chart* to help you understand what you need to do.** | | | |
| **What am I being asked to do?** | **How will I be evaluated for process and product?** | **What must I do to find the answer, complete the task, and present the product?** | **What should I do to get started?** |
| Write down what the question/task is about. | Write down what is being evaluated and how. | Write down the verbs, keywords, and numbers. | Make a rough plan for what you think you need to do for:   * preparing/thinking through your topic/central question... * identify information requirements |
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**Ask Tough Questions**

\*\*Not all questions will apply to every task.

What is my assignment or problem? What am I being asked to do?

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What type of project are you conducting? Research Paper? Presentation? Speech?

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What do I need to know?

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What am I supposed to learn?

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Why is the information needed?

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What is the length of the assignment?

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