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.