

Take the Time to:

Write out the assignment so the students can have a copy of the precise task.

Specify the audience and the purpose of the assignment.

Clearly outline all required sub-parts of the assignment.

Include the grading criteria.

Point students toward appropriate prewriting activities or sources of information.

Review and revise. Review and revise. Review and revise. One draft isn't good enough!

Give students models and appropriate samples of good work.

Specify the format of the final draft.

Set... and meet... deadlines.