The 5 Essentials

1
- Tie the writing to specific goals
- EX: chapters, ideas, discussions

2
- Note the aspects of the task
- EX: purpose, audience, writing situation

3
- Make all elements of the task clear
- EX: give concrete examples of what is being asked from the student

4
- Include the grading criteria
- EX: rubrics or checklists

5
- Break down the task
- EX: Introduction, topic one, topic two, topic three, conclusion