

Assignment Reading Guide

A page for helping students read assignments, schedules, and course documents with purpose instead of guessing what matters.

How to read assignment sheets

- Look for the verb of the assignment first: analyze, argue, compare, reflect, evaluate, or explain.
- Notice what kind of evidence is required and what the audience appears to be.
- Underline key constraints such as length, source requirements, citation style, and due dates.

Why syllabi matter

- A syllabus is not just a calendar. It explains expectations, policies, grading priorities, and course structure.
- Students who review the syllabus carefully usually ask better questions and make fewer preventable mistakes.
- Use the syllabus to plan ahead rather than reacting one deadline at a time.

Smart habits

- Create your own checklist from each major assignment.
- Note milestone dates for drafting, revising, and research.
- Save course documents in one easy-to-find place so you are not searching for them at the last minute.