Analysing Assignment Tasks

Assignment Task Analysis is Important

Assigment task analysis can **prevent misunderstanding the task** or the purpose of the assignment.

Effective assignment task anlaysis may **improve your grades**.

Sources of Information to Help you Analyse an Assignment Task

- assignment task sheet and guidelines
- marking rubric
- additional explanations given in class or on EITONLINE
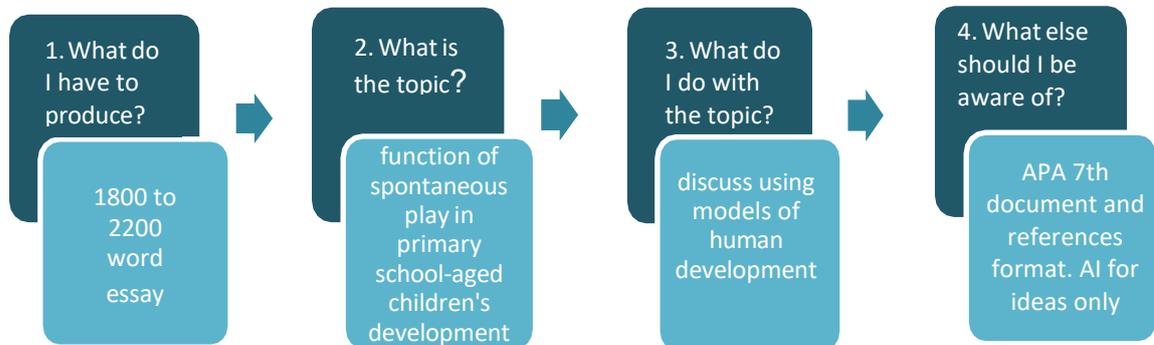- exemplar provided by your tutor (if available)

Four Questions

1. **What do I have to produce?** Check for

   - type of assignment: essay, report, oral presentation, reflection, case study, etc. (Each type has different conventions, so check the assignment type study guides)
   - word count, word limits, or ranges. If a word count is given and it is not expressed as a limit or a range, then 10% plus or minus leeway is assumed (e.g., a word count of 2000 means you can write between 1800 and 2200 words)
   - required assignment structure

2. **What topic do I have to address?** Check for

   - the subject area
   - any specific issue, concept, framework, model, or theory that must be included
   - any limitations on the scope (e.g., time period, specific organisation or group, location)

3. **What do I have to do with topic?** Check for

   - Assignment Instruction Words (e.g., discuss, evaluate, describe, compare, analyse, etc.)

4. **Are there any other significant words or key aspects I need to be aware of?** Check for specific instructions on

   - what must be included or excluded
   - referencing or formatting
   - required sources or source types
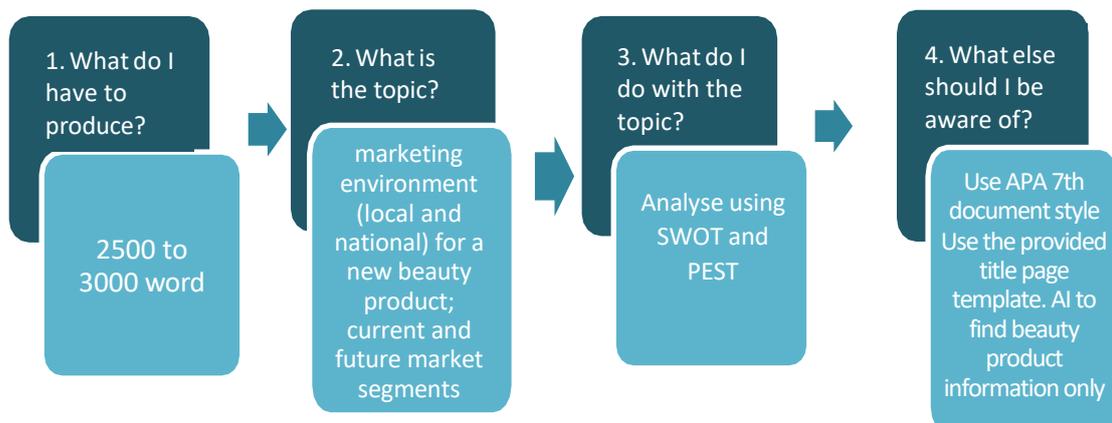   - the permitted use of GenAI
   - the due date

Assignment Topic. Using models of human development, write a 2000 word essay to discuss the function of spontaneous play in the development of primary school-aged children. Use APA 7th format for assignment presentation and referencing. This essay must be your own work, so GenAI may only be used to help you generate initial ideas.

1. What do I have to produce?	2. What is the topic?	3. What do I do with the topic?	4. What else should I be aware of?
1800 to 2200 word essay	function of spontaneous play in primary school-aged children's development	discuss using models of human development	APA 7th document and references format. AI for ideas only

Example Two

Assignment Topic: Write a 2500 to 3000 word report to analyse the marketing environment for a new beauty product of your choice. Include SWOT and PEST analyses, and identify local and national markets, current market segmentation, and potential future market segments. Use headings and subheadings. Present your assignment in APA 7th style and use the title page template provided. GenAI may be used to find information on beauty products, but analysis must be your own work.

1. What do I have to produce?	2. What is the topic?	3. What do I do with the topic?	4. What else should I be aware of?
2500 to 3000 word	marketing environment (local and national) for a new beauty product; current and future market segments	Analyse using SWOT and PEST	Use APA 7th document style Use the provided title page template. AI to find beauty product information only

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