

Name:

Date:

Analysing my task - checklist



What is my task? _____

* Do I work alone or in a group?

* Who is my audience? _____ * What will my final product be? eg Report _____

* Due date? ____ / ____ / ____ * How long do I have to complete this task? _____ weeks.

* What teacher checkpoints do I have? _____

* What do I have to hand in with the final copy?

Research organiser Palm cards Draft copy Bibliography

Working disk Other _____

What will my final presentation be? **oral** **written** **visual**

oral

* How long will my talk be? _____ minutes.

* Will I word process/ write my palm cards notes?

* What other posters/interesting items/people could I use in my talk?

written

* What format will I use?

handwritten wordprocessed

* How long will it be? _____

visual

* What format will I use?

video dramatic presentation multimedia

poster model/construction photo

other _____

Defining: Analyses and clarifies requirements of task