



# Analysing the Task

What exactly am I being asked to do?

## Content words—What do I have to find out?

- |    |     |
|----|-----|
| 1. |     |
| 2. | 6.  |
| 3. | 7.  |
| 4. | 8.  |
| 5. | 9.  |
|    | 10. |

## Instruction words—What do I have to do?

- |    |     |
|----|-----|
| 1. |     |
| 2. | 6.  |
| 3. | 7.  |
| 4. | 8.  |
| 5. | 9.  |
|    | 10. |

## Task requirements

What will my final product be? \_\_\_\_\_

When is it due? \_\_\_\_\_

Are there any other important dates? \_\_\_\_\_

Who is my audience? \_\_\_\_\_

What do I have to hand in with my final copy? \_\_\_\_\_

Are there any other requirements? \_\_\_\_\_

**Defining:** Analyses and clarifies requirements of task