Understanding Assignment Tasks

What to write and how to write it

Learn about common assignment types (in the Division of EASS):

- Structure
- Purpose
- Language style
- Finding information about your assignment

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What might you already know?

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- What differentiates one assignment type from another?
- Do they look different in terms of structure and layout?
- Do they serve different purposes?
- And what language style do you think you might need to use?
## Task Types

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| **Structure** | • Introduction  
• Body paragraphs  
• Conclusion  
• Reference list | • Executive Summary / Abstract  
• Intro, body, conclusion  
• Recommendations  
• Headings &/or sub-headings  
• Appendices  
• Reference list | • Paragraphs  
• May include an introduction, conclusion and/or headings (Clarify with lecturers and/or tutors) | • Introduction  
• Summary  
• Critique  
• Conclusion  
• Reference list  
• May use headings (Clarify with lecturers and/or tutors) |
| **Purpose** | • To give an argument or opinion  
• To provide support or evidence  
• To persuade the reader | • To provide info  
• To provide support or evidence  
• To inform the reader | • To reflect on, analyse and evaluate learning experiences | • To summarise, analyse and evaluate academic article(s) |
| **Language** | • Formal  
• Objective | • Formal  
• Objective | • Is more personal  
• May include academic language if sources used as support | • Formal  
• Objective |
Task Types

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Structure
Most academic tasks are in paragraph form and have references

Purpose
Most academic tasks are written for a specific purpose

Language
Some academic tasks require more formal language than others

Check your task guidelines for other structural features.

For example, check if the assignment requires:
- headings or subheadings
- specific sections
- ideas to be organised in a particular order
- visuals

Check whether you are being asked to provide:
- an argument based on academic readings;
- information based on readings or research;
- a reflection
- an analysis

Use formal, academic language appropriate to the task and your intended approach. For example:
- write your essay persuasively
- write your report objectively
Finding information about your assignment

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NOTE: Learnonline sites may look different across courses. Familiarise yourself with each site.
Still not sure about something? Seek clarification:

- Check your Learnonline site for extra information
- Check with your tutor

More resources:

www.unisa.edu.au/L3
www.unisa.edu.au/L3EASS