Transcript 2: Practise identifying task types

Watch this short video and practise identifying the purpose and structure of common assignment types in the Division of EASS.

Slide Two: Task types

Look at the task presented on this slide. Can you identify what type of assignment it is? How do you think you might approach it? And what might the assignment look like once you have finished? The first clue to look at is the task word itself. The task word is the word which gives you instructions on what you need to do with the task.

In this example, the task word is “Discuss” which means you need to interpret or evaluate the topic. In other words, you need to present and give judgement on the value of the arguments for and against this issue, based on the literature you have read, so this task is an ‘essay’ type, because you need to provide a persuasive argument based on evidence and expert opinion. What does an essay look like? It is written in paragraph form, and has an introduction, body paragraphs, conclusion and a reference list. It usually doesn’t include headings, but check the task guidelines or ask your tutor what their expectations might be.

Slide Three: Task types

In the second example, there are two task words. Firstly you are asked to ‘observe’ a group of students, and secondly you are asked to ‘present’ findings. This task is a report type, as you will be providing information based on observations and evidence. What will it look like? A report is also written in paragraph form and is usually organised using headings, sub-headings, and visuals. Depending on the type of report you are writing, it may include an abstract, recommendations and an appendix. Check the task guidelines for extra details about the report you need to write.

Slide Four: Task types

Here we have two more tasks. Can you identify the task words which signal what type of tasks they are?

The first one asks you to describe and present an analysis of your own experiences. You are also asked to refer to literature. As you will be writing about your own experiences, this task is a reflective type of task. A reflection is written in paragraph form, but check the task guidelines or ask your tutor to identify whether you need to include an introduction and conclusion.
Slide Four: Task types (continued)
The second example asks you to critically evaluate arguments and findings which are presented in an article. This is therefore a critical review task. You will be using this task to demonstrate your ability to understand an article, and your ability to evaluate the strengths and weaknesses of the author’s approach to the topic in the article. A critical review is usually organised in paragraph form and has an introduction, a summary of the article, a critique of the article and a conclusion. Check your task guidelines for any further instructions on what you would need to include.

For resources which give specific details about essays, reports, reflections, critical reviews and other tasks relevant to your studies, visit the L3 EASS website.