**THE NECESSARY QUESTIONS**

**A FORMULA FOR FRAMING ANY ASSIGNMENT FROM ANY TEACHER**

* **Who** did that?
* **What** happened?
* **When** did it take place?
* **Where** did it take place?
* **How** did that happen?

Becomes:

* **Who** is the audience?
* **What** is the genre / scope / critical elements / length?
* **When** is it due?
* **Where** do you turn it in?
* **How** can you make it happen (plan of action)?

|  |  |  |
| --- | --- | --- |
| ???????? | [Class/Prof.] | [Name of Assignment] |
| WHO | Audience  |  |
| WHAT | Genre / Elements Style / Scope / Length |  |
| WHEN | Due date/time |  |
| WHERE | In class / on line |  |
| HOW | Plan of action: Step – by- step |  |

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