

Completing Assignments

Archer, A., & Gleason, M. (1989). Skills for school success. Billerica, MA: Curriculum Associates.

This strategy is part of a larger strategy designed to help students complete assignments accurately and on time. It is intended for upper elementary and middle school students.

Completing Assignments

Step 1: Plan it.

- Read the directions carefully.
- Circle the words that tell you what to do.
- Get out the materials you need.
- Tell yourself what to do.

Step 2: Complete it.

- Do all the items
- If you can't do an item, ask for help or go ahead to the next item.
- Use **HOW** (see strategy for more information).

Heading

1. First and last name
2. Date
3. Subject
4. Page number if needed

Organized

1. On the front side of the paper
2. Left margin
3. Right margin
4. At least one blank line at the top
5. Good spacing

Written neatly

1. Words and numbers on the lines
2. Words and numbers written neatly
3. Neat erasing or crossing out

Step 3: Check it.

- Did you do everything?
- Did you get the right answers?
- Did you proofread?

Step 4: Turn it in.