

## Tips For Writing Assignment Sheets And Instructional Programs

1. Use student oriented language only.
2. Define and explain all new terms.
3. State objectives for each unit of work in measurable terms and in student language. Give a handout to each student in order that each knows exactly what is expected.
4. In writing an assignment sheet, include all information verbalized to the class when teaching traditionally. This would include information that is not covered by a text or other presentations the student would view or listen to.
5. When writing instructional programs (audio or visual or both), consider combining the knowledge of a person from a subject area with the experience of a person who has made audiovisual instructional materials.
  - a. Consider incorporating humor and music in an instructional program, or work sheet, to add interest.
  - b. Consider the students who will be using the materials, and add appropriate comments.
  - c. If possible, before using instructional programs or assignment sheets with a large group of students, test the materials with a small group or one student.