

# RESOURCE – TEMPLATES FOR DESIGNING ASSIGNMENT QUESTIONS

WOLCOTT, S. K., & LYNCH, C. L. (FEBRUARY 9, 2006). TEMPLATES FOR DESIGNING ASSIGNMENT QUESTIONS [ON-LINE]. AVAILABLE: [HTTP://WWW.WOLCOTTLYNCH.COM](http://www.wolcottlynch.com).

←Less Complex Skills		More Complex Skills→	
Step 1—Identifying	Step 2—Exploring	Step 3—Prioritizing	Step 4—Re-Visioning
<p><b>Identifying Relevant Information:</b></p> <ul style="list-style-type: none"> <li>* List data or types of information relevant to _____</li> <li>* Identify relevant information in _____ (a textual passage such as a case, article, or piece of literature)</li> <li>* Identify or access relevant theories, laws, standards, or rules for _____</li> <li>* Identify factors or issues related to _____</li> <li>* Identify various potential points of view or solutions to _____</li> <li>* Describe arguments in favor of _____</li> </ul> <p><b>Identifying Uncertainties:</b></p> <ul style="list-style-type: none"> <li>* Describe uncertainties concerning _____</li> <li>* Identify and describe uncertainties about the interpretation or significance of _____</li> <li>* Identify risks associated with _____</li> <li>* Describe why there is no single, “correct” way to _____</li> <li>* Identify reasons why _____ might change or vary</li> </ul>	<p><b>Interpreting Information From Multiple Viewpoints:</b></p> <ul style="list-style-type: none"> <li>* Describe the pros and cons (or advantages / disadvantages, or strengths / weaknesses) of _____</li> <li>* Analyze the costs and benefits of _____</li> <li>* Explain how ambiguities affect your analysis of _____</li> <li>* Identify assumptions associated with _____ (a point of view or alternative)</li> <li>* Interpret _____ from the viewpoint of _____</li> <li>* Appropriately use _____ (a technique) to analyze _____</li> <li>* Objectively evaluate _____ information</li> <li>* Explain how alternative solutions might affect _____ (one or more individuals, organizations, groups, or other stakeholders)</li> <li>* Analyze the quality of information and evidence related to _____</li> <li>* Identify own biases and explain how those biases were controlled when _____</li> <li>* Identify the effects of _____ on _____</li> </ul> <p><b>Organizing Information:</b></p> <ul style="list-style-type: none"> <li>* Develop meaningful categories for analyzing information about _____</li> <li>* Organize the various aspects of _____ to assist in decision making</li> </ul>	<p><b>Prioritizing and Concluding:</b></p> <ul style="list-style-type: none"> <li>* Develop and use reasonable guidelines for drawing conclusions regarding _____</li> <li>* Assess the amount of uncertainty (or degree of risk) of _____</li> <li>* Objectively consider _____ when making a decision about _____</li> <li>* Prioritize _____</li> <li>* Consider _____ in reaching a conclusion</li> <li>* Develop reasonable recommendation for _____</li> <li>* Address the costs and benefits of _____ in reaching a conclusion about _____</li> <li>* Develop reasonable policies for _____</li> <li>* Develop an effective plan for addressing _____</li> </ul> <p><b>Effectively Involving Others in Implementation:</b></p> <ul style="list-style-type: none"> <li>* Take actions to implement the best solution to _____</li> <li>* Organize _____ (a communication) so that it is meaningful to the receiving party</li> <li>* Communicate _____ effectively for _____ (a given setting and audience)</li> </ul>	<p><b>Acknowledging Limitations:</b></p> <ul style="list-style-type: none"> <li>* Identify and describe potential future developments in _____</li> <li>* Describe limitations to a recommendation about _____</li> <li>* Strategically/proactively consider contingencies and future developments related to _____</li> </ul> <p><b>Creating and Monitoring Strategies</b></p> <ul style="list-style-type: none"> <li>* Develop and monitor strategies for _____</li> <li>* Implement appropriate corrective action for _____ over time</li> <li>* Acknowledge changing circumstances and reconsider _____ (a solution) as appropriate</li> <li>* Continuously monitor and update _____, as needed</li> <li>* Develop strategic uses of _____</li> <li>* Manage _____ under changing or unusual demands</li> <li>* Apply continuous improvement principles to _____</li> </ul>