Task Sheet

Please read through your assignment carefully. Explain in your own words your task as it relates to your topic, and other information indicated below.

Task_____

_____

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Purpose of task (Why do you think you are being asked to do this assignment?)_____

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Form of final product / presentation?_____

Final due date_____ **Days / Weeks** to complete task_____

Target audience for presentaion_____

List other **required components** (eg. outline, notecards rough drafts, visuals, etc.) and other checkpoint dates, if any.

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