Template to guide focused reading for assignments: text books

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| Questions to direct reading? |
| Reference details: full bibliographical details |
| What is this chapter about?  **Getting the gist/initial understanding:** Read introduction and summary to chapter; use ‘**ladder reading’:** read introductory and final sentences of paragraphs; use **Index** pages at the back of the book to locate specific information  **For a more detailed understanding of the text:** you can use the following questions to take some brief notes:   * What is the writer’s point of view/argument on … ? **Why is this relevant to my assignment?** * What ‘evidence’ does the writer use to support her/his view on…? (Evidence could be previous research, particular theory and/or statistics and trends) **Why is this relevant to my assignment?** * How does her/his view compare with other writers I am reading? **How could I use these comparisons in my assignment?** * How have views changed/developed in the last 10 years? **How could I use these changes in my assignment? Where in the assignment might I include them?** * What processes, strategies, approaches does this chapter explain? **Which processes are relevant to my assignment and why?** * How effective are these processes – what positive impact do they have? What are their limitations? **How could I use this evaluation in my assignment?** |
| **How are key terms or concepts defined?**   * How is the term defined by this author? * What are the key features identified? * How have definitions/understandings changed or evolved? Why have they changed? * Which definition(s) will I use for the purposes of this essay? Why is this definition(s) most relevant? |
| **What models, frameworks or theories are relevant to this assignment?**   * What is the model about? * How does the model help us understand a problem/issue? * How can this model be applied in/used to guide practice to address a problem? * What new understanding or solutions does this model provide? * What are the criticisms of this model? * What other model(s) have developed that add to this model? * How is this later model relevant to my essay? |
| **SUMMARY: What information is most relevant to my** *assignment, seminar, exam***? Why is it relevant?**   * Using this part of template can encourage you to actually start writing parts of the course work. |

Template for focused reading for assignments: text books

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| Question to direct reading? |
| Reference details: |
| What is this chapter about?  Gist/outline:  More detailed understanding: |
| How are key terms or concepts defined? |
| What models, frameworks or theories are relevant to this assignment? |
| SUMMARY: What information is relevant to my *assignment, seminar, exam*? Why is it relevant? |

Template for critical reading for assignments: reading research articles

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| Question to direct reading: |
| Reference details: |
| What is the research article about?  Read **abstract**, **introduction** and **conclusion sections** to initially assess relevance to coursework. **[**Scan the paper further to find out: **Research problem** explored or stated **aim**; **why** research was undertaken; **key themes/issues** explored; main **findings and recommendations** made; main **ideas /models and/or theories** used; what **new knowledge, understanding or insights** about the issue does this article contribute that is **relevant to my assignment**?] |
| How suitable were the research methods used?  **[**How were data collected – interviews; focus groups; questionnaire; survey…? How effective/appropriate were these methods? How important are the methods used in this study for my assignment?**]** |
| What are the limitations of this study?  [Where was the study was undertaken; methods used; when study undertaken…- are findings from this study **transferable** e.g. from different country, culture to UK organisation?] |
| \*In what way is this study relevant/useful to my assignment…presentation…seminar/What can I use?  **[***Does it give you some or any of the following that could be relevant to your assignment: new understanding of best/innovative practice; explanation of how theory is applied to practice; identification and comparison of strategies and solutions that could improve practice; identification of challenges and why arise; development of model to guide practice…***]** |
| \*In what way does this study’s findings compare to another study’s?  [Does this study give yousimilar findings or different findings from other studies you have read – in what way? Does one study add to/advance the findings of another – how? If this is an earlier study, how does it compare with a more recent?] |
| Relevant ‘direct quote’ from paper for possible inclusion in course work  [What does this direct quote add to my discussion – clear definition… concise and relevant point of view?] |

Blank Template for critical reading for assignments: research articles

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| Question to direct reading: |
| Reference details: |
| What is the research article about? |
| How suitable were the research methods used? |
| What are the limitations of this study? |
| \*In what way is this study relevant/useful to my assignment…presentation…seminar/What can I use? |
| \*In what way does this study’s findings compare to another study’s? |
| Relevant direct quotations from paper for possible inclusion in course work |