**Template to guide focused reading for assignments**: text books

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| **Question to direct reading?** |
| **Reference 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 you**similar 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?]* |

**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 quote’ from paper for possible inclusion in course work** |