

1. Challenging vocabulary

First write down any words you don't understand here. Use a dictionary to find a definition for each word.

Overwhelmed by scary words and complex sentence structures? Can't tell your utility from your reliability? Fear not! Take a deep breath and read the text through once from start to finish. Then, take one box at a time to tame the beast!

8. Question the text

What questions would you ask the author, if you could, to find out more? Do you agree with their argument?

2. Provenance (details of where it comes from)

Now record the following details, if you have them:

Author:

Date:

Place:

Context:

Details of the author's purpose/role/life/ideas:

Name of the text / details of source

7. Summarise the main points

Pick out the key points/arguments that the author is making and write them here. Be strict with yourself, don't write more than necessary!

3. Own knowledge

What do you already know which relates to the text? What can you learn from the text that you didn't know before?

4. Utility

What is it useful for telling us? What can we infer or work out from it?

5. Reliability

Is there anything about the author or their purpose (reason for writing) that might make you question how much you can depend on it?