**TLC PODCASTS: Worksheet**

**Reading** **for academic purposes**

This worksheet can be used as a guide to approach your readings. Of course, there is no one method that will suit everyone and every reading, so please do adapt these steps below to best suit you. The notes that you make during the initial steps to reading described here will help you reflect on why you are reading and what you are hoping to get from the texts you are exploring.

Before you read, **FORMULATE READING GOALS**

What are you looking for? What would you like to find that would be useful for what you are doing now?

(*For example, if you’re new to a topic, you might be looking for comprehensive background information. If you are discovering theoretical debates, you could be on the lookout for literature reviews, examples of disagreements in the field, strengths or limitations in others’ arguments. If you have a more practical approach in mind, you might prioritise finding case studies or examples of translating theory into practice. When you’re planning research, you might want main findings from the research of others, how effectively different methods have been employed elsewhere, how ethical issues have been considered and handled by others, the populations and samples used by other researchers in this field. If you’re writing a research project, you might need published statistical data, limitations of previous research methods, or evidence-based justification for your research.* )

**SCAN THE TEXT**

Given the title of the text (and the journal or book), sub-headings, titles of the data charts or figures, what can you expect to find in this text? (Note the similarities and differences between this and your own reading goals.)

**SKIM READ THE TEXT**

Read the abstract and/or introduction and the conclusion. What is the author’s main point? Write this in your own words.

**MAP OUT THE TEXT**

Use the author’s “plan” for the text, if there is one, or flip through the entire text to find out the various parts, sections, and sub-sections of the text. Use headings, sub-headings, or even the first sentences of each section, and draw or write the structure of the text.

**PRIORITISE and CONTINUE**

Decide which part(s) of the text you will explore in more detail, in which order.