

APPENDIX 1: DOCUMENT LIST

Step 6

Document 1: Source analysis

Source	Relevant?	Authoritative?	Recent?	Reliable?	Comments	Read?

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APPENDIX 1: DOCUMENT LIST

Step 9

Document 2: Pre-reading checklist

<p>1. <i>Read the title</i> and predict what the text will focus on.</p>	
<p>2. <i>Write down two to three bullet points</i> about what you want to learn from this text.</p>	<ul style="list-style-type: none">•••
<p>3. <i>Read the topic sentence</i> (the first sentence of the paragraph). What is the focus going to be?</p>	

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APPENDIX 1: DOCUMENT LIST

Step 10

Document 3: Blank note-taking form

Topic		Author(s)	
Relevance		Publication year	
Summary	Main notes		

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APPENDIX 1: DOCUMENT LIST

Step 11

Document 4: Analysis of the influence of your mother tongue on learning English

Area	Academic English	My language	Positive/negative transfer?
Verbs	12 x verb forms (3 x tenses, 4 x aspects); active/passive voice		
Articles	Frequent (c. 10% of words used); definite and indefinite		
Word order	Subject–Verb–Object the norm		
Choice of vocabulary	Words from different sources, especially native Anglo-Saxon; French; Latin		
Spelling	Spelling and sound do not necessarily match		
Sentence length	Shorter, more concise sentences generally preferred		

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APPENDIX 1: DOCUMENT LIST

Step 18

Document 5: Paragraph self-evaluation

Factor	Guideline target	Self-feedback
Length	c. 100–150 words	
Unity	One central idea	
Transition	Is it linked to the previous/next paragraph?	
Topic sentence	Is it clear and well-written?	
Supporting sentences	Do they develop the topic sentence sufficiently?	
Summary sentence	Does it reflect the main theme?	

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APPENDIX 1: DOCUMENT LIST

Step 18

Document 6: Paragraph step-by-step guide

Sentence type	Your sentence
Transition sentence	•
Topic sentence	•
Supporting sentences (c. 3–5)	•
Summary sentence	•
Transition sentence	•

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APPENDIX 1: DOCUMENT LIST

Step 19

Document 7: Planning your introduction

Interesting opening statement	
Definition of terms	
Quotation	
Thesis statement	
Outline of sections	

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