

## Writing tutorial – reading and excerpting

This tutorial focuses on effective reading strategies and the writing of excerpts at the beginning of a writing project.

- Reading Strategies

Four-Stack Method: This is a method for distinguishing basic literature from supplementary literature. The consideration for this is which work will further my writing project.

SQR Method: This is a method for active reading to better and more intensely understand a work. The sequence of this method is based on the tasks **S**urvey, **Q**uestion and **R**ead.

Tips for Active Reading: For active engagement with a work, it is beneficial to, define unfamiliar terms, highlight important aspects, visualize content, and summarize what you have read in your own words.

Advice for reading notes:

- Write down bibliography
- Use abbreviations, colors, symbols, underlining
- Divide notes into categories
- Take notes with different levels of detail

Writing an excerpt

An excerpt is an annotated summary of a text written by someone else for personal use.

Advantages: By excerpting during a literature search, it is easier to keep track of the selected works, one can formulate one's own initial associations with the topic of the writing project and to structure information better.

Procedure of excerpting:

1. skimming
2. orientation
3. formulate questions/objectives
4. systematic reading
5. summarizing

Rules when excerpting:

- Bibliography
- Based on a question
- Own comments
- References to other texts

- Complete sentences
- Few direct quotations

## Bibliography

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