

# Proof Reading

## SKIM SCAN CONNECT

1. Do your sentences make sense?
2. Have you included regular full stops and commas?
3. Does your answer include an explanation?
4. Have you written in your own words?
5. Have you made the same point twice?
6. Have you checked that you didn't use inappropriate slang such as text speak?
7. Have you answered the question?
8. Is your writing well-structured, with an introduction, a middle and a conclusion (if appropriate)?
9. Have you made clear links between your points and the question?

# Command Words

- **Define:** You must give the PRECISE meaning of what you are being asked. Use an example to make your definition clearer.
- **Outline:** A brief description which must cover all the key features of [X]
- **Describe:** A more detailed description, where you refer to more than just the key features and in greater depth.
- **Explain:** A detailed response with reasons given for HOW/WHY something will for example be beneficial.
- **Evaluate/Discuss:** You are now being asked to judge/assess, the credibility/worth/ advantages/disadvantages/success of [X] with reference to evidence where possible.
- **Apply:** Relate your specific knowledge of the syllabus area to the situation you have been given. Possibly start your answers with 'according to [x]...'

# REFLECTIVENESS

**WOW:** By proof reading you have just assessed your work or that of others. You're getting to know yourself better.

**NOW:** Set a goal based on your reflection and make sure you act on the outcome.

**HOW:** Be SMART...  
Specific, Measurable, Achievable, Realistic & TIMED

# RESILIENCE

**WOW:** Through the simple act of reading you have shown responsibility & self-management.

**NOW:** Persevere, notice, analyse or comment upon what you have read.

**HOW:** well as a start, manage your distractions and ask yourself what you found most intriguing about what you just read.

# Reading Tips

## Exam Questions

1. Circle, highlight or write down any key words.
2. When reading the text, underline or make a note of the things that will help you answer the question.

Reading a difficult piece of text? Try one of these strategies to help you understand it:

**Skimming:** read text quickly to get a brief idea about what it is saying.

**Scanning:** look for a certain word or phrase

**Close reading:** read the text carefully, making sure you understand the words, phrases and sentences that have been used.

**Questioning:** ask questions about a text to check your own understanding.

**Visualise:** try & build up a picture in your head of what's happening.

**Inferring:** try to 'read between the lines' to find hidden meanings.

# Effective Talk

Discussion works well when you:

- Get involved & **join in**
- Listen **respectfully**
- Listen carefully to others and **respond** to what they say
- **Justify** your point
- Are **open** to new ideas
- **Challenge** the ideas of others in a non-threatening way
- **Suggest new ideas** or ask new questions
- Ask **questions** if you don't understand
- **Analyse & evaluate** the strengths and weaknesses of ideas

# RESOURCEFULNESS

**WOW:** By questioning & picking out flaws you have just put your thinking skills to good use.

**NOW:** explore the possibilities, get inventive & think of your own ideas/solutions.

**HOW:** Use other sources of information or talk to people around you, what ideas do they have? Do their ideas connect to yours? Imagine yourself in the situation.

# RECIPROCITY

**WOW:** By talking to those around you, you're being an effective participator. A team player!

**NOW:** work towards an agreement, towards a unified result.

**HOW:** debate, but be respectful and don't be afraid to imitate and adopt valuable ideas or habits from others.

# Constructing a Paragraph using PEEL

## POINT

What idea are you trying to get across?

## EXAMPLE or EVIDENCE

Back it up: Support your point with examples or evidence. This can be from research, the text or real world.


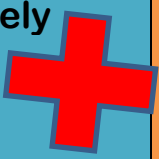

## EXPLAIN

Explain HOW the evidence you presented supports the point you are trying to make.

## LINK

Explicitly link back to the question, commenting upon the idea in question, in an analytical way.

## Sentence Starters & Conjunctions

Showing Contrast	Consequence	Emphasising	Examples	Sequence/Timing	Summarising
 <p>Although However Besides Except In contrast In comparison Conversely Nevertheless On the one hand... on the other On the contrary Rather Similarly Additionally Also Comparatively Consequently Furthermore In addition Moreover Equally</p>	<p>Accordingly As a result Consequently Due to Hence Otherwise Subsequently Therefore Thus Thereupon Wherefore This suggests that Because As This causes This is shown by</p>	<p>Admittedly Above all As a rule, As usual Assuredly Certainly Chiefly Especially In this situation No doubt Ordinarily Particularly Undoubtedly Unquestionably Significantly Notably Unfortunately</p> 	<p>Especially Chiefly For example For instance As an illustration Illustrated with As an example In this case In particular Including Specifically Such as ..As can be seen by..</p>	<p>First...second...third.. Generally...furthermore..finally In the first place..also..lastly To be sure... additionally..lastly Basically...similarly...as well.. Afterword As first Before Currently During Earlier Eventually Finally In conclusion In time In turn Immediately Next Then Throughout</p> 	<p>Briefly After all All things considered Hence In any case In conclusion In essence Indeed On the whole Overall In other words In summary On balance Therefore To summarize To sum up Finally Ultimately According to</p>