

Table of Contents

Preface	vii
Unit I Foundations of Reading	
LESSON 1 Fundamentals of Reading Academic Texts	2
LESSON 2 Locating Main Ideas	21
Unit II Introduction to Referencing	
LESSON 3 Evaluating Sources	38
LESSON 4 Citing Sources	59
Unit III Essential Writing Skills	
LESSON 5 Basics of Summarizing	100
LESSON 6 Paraphrasing and Direct Quoting	121
Unit IV Academic Writing in Practice	
LESSON 7 Writing an Abstract, a Précis, or a Summary	140
LESSON 8 Writing a Reaction Paper, a Review, and a Critique	157
LESSON 9 Writing a Concept Paper	177
LESSON 10 Writing a Position Paper	211
LESSON 11 Preparing and Implementing Research Instruments	227
LESSON 12 Interpreting and Preparing Visuals	243
LESSON 13 Writing a Research Report	261
Glossary	279
Bibliography	283
Index	289