Brief Overview (The first pass)

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| --- | --- |
| Category | What type of paper is this? How can it be categorised? |
| Context | Which other papers and/or theories is it related to (in your research and the wider field)? |
| Correctness | How does the writer’s viewpoint correlate to other findings and opinions you know about? Do their claims appear valid? |
| Contributions | What are the paper’s main contributions? |
| Clarity | Is the paper well written? Is there anything of note that you can take from it in terms of stylistics or organisation that you can apply in your own writing? |

Zoom in (The second pass)

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| Questions | Questions about the text…  Questions for the author(s)… |

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| New information | Definitions, findings, references, theories… |
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