

**INDIVIDUAL TEMPLATE**

**Reading Summary and Questions and Answers**

**Rules – please note these carefully:**

- Submission filename MUST be: “Last-name First-name” “Group”<id>\_”Chapter” (or reading) <id> (e.g., Blogs Joe\_Group 3\_Chapter 2)
- This template must be used for ONLY ONE chapter (or reading) at a time. For the second item of reading, if any, please use another copy of this template.
- PLEASE compress multiple files (one file/chapter) using standard (e.g., Windows) compression that can be uncompressed on a Windows machine with simple clicks. Please do not use unusual/fancy compression tool; your template won’t be graded and you will be penalised.
- **Submission to be done on OWL as per the deadline set.**
- **EMAIL SUBMISSION WILL NOT BE ACCEPTED AND WILL INCUR PENALTY.**
- **Use of template is mandatory:** submission of text made outside the template will result in a zero mark.
- **Altering this template (meta-items) will incur a penalty.**
- **Submission format is MS WORD only (not PDF). PDF files will incur a penalty.**
- The source of the answer captured from the chapter must be accurate or closest to the context (e.g., Chapter #, Section or sub-section #, page number, etc.).
- The question must be properly and fully specified, and easily understandable. Cryptic text or grammatical errors will be penalised – no appeals accepted.
- The question must not be so general or non-specific to apply to non-specific answers.
- The answer (text identified from chapter) must be an important point, not something trivial or highly specific to a context.
- Answer from the book must be copied “as-is” from the text (reference to chart/table/figure/etc., in the reading is permitted and encouraged). Cryptic text or grammatical errors will be penalised – no appeals accepted.
  - *If in doubt about the quality or acceptability of your text, you will have one chance to have it reviewed by the instructor for “live” feedback. No emails please.*
- Assessment of your submitted template will be done sometime before the end of the term. Please do not expect marks of your submission every week!
- There will be no “remake” of the summaries (e.g., for improving the mark). It is a one-time submission and assessment. Late submissions will not be accepted.

## Part 1: Summary

<b>Group member's name:</b> _____ <b>Group No:</b> _____
<p>Please write the <b>full reference</b> of the reading in the WHITE box below.</p> <ul style="list-style-type: none"><li>○ Chapter #, Chapter title (or article title if appropriate).</li><li>○ Book title</li><li>○ Author(s)</li><li>○ Publisher</li><li>○ Book edition, Year of publication</li></ul> <p>(Example shown below; overwrite on that space.)</p> <p>Chapter 7: Requirements elicitation <i>Software Requirements, 3rd ed.</i> Weigers and Beatty Microsoft, 2013</p>
<p>Please write in the WHITE box below an abstract of the reading in <b>50-75 words</b>.</p> <hr/> <hr/> <hr/>

## Part 2: Questions, Answers and Comments

<p>Please create <b>THREE</b> important <b>Question-Answer-Comment sets</b> from the given reading:</p> <ul style="list-style-type: none"><li>● State your <b>question</b> succinctly. Add more lines as needed.</li><li>● State &lt;LOCATION of answer in the book (e.g., section #&gt;: &lt;as-is answer EXACTLY from the book&gt; ; please indicate whether a hardcopy or ebook 'cause the page numbers are not the same.</li><li>● State your <b>Comment</b> related to the answer; this is mandatory.</li></ul> <p><b>NOTE: The following will be penalised: a cryptic question; inaccurate copying of the answer; a trivial point; "too specific or small detail"; missing or trivial comment; etc.. Informative, insightful, or key concept/idea, question, answer, and comment are expected.</b></p> <ul style="list-style-type: none"><li>○ Actual chart/table/figure/etc. must NOT be given in the text below, but you may site its location in the reading by giving precise specification.</li></ul>
<p>For staff use only:</p> <hr/> <hr/>
<p>(1) <b>QUESTION:</b> _____ <b>ANSWER:</b> &lt;Select one: Hardcopy   ebook&gt;&lt;Location in the book&gt; _____</p>

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment).**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For staff use only:  
\_\_\_\_\_  
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\_\_\_\_\_

(2)

**QUESTION:** \_\_\_\_\_

**ANSWER:** < Select one: Hardcopy/ebook><Location in the book>  
\_\_\_\_\_  
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**COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment):**  
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For staff use only:  
\_\_\_\_\_  
\_\_\_\_\_  
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3)

**QUESTION:** \_\_\_\_\_

**ANSWER:** < Select one: Hardcopy/ebook><Location in the book>  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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**COMMENT (also include where possible: an \*example\*, citation, justification, etc. -- to support your comment):**  
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