

Name, course code

Date

Title of the journal article or book chapter to be presented

1. Summarize the main line of the argument the author develops in the text. Step by step, list the major statements or points he or she makes.
2. Follow the structure of the text and use either bulleted or numbered paragraphs, to make your summary easier to follow.
3. Use only the front page of the handout for this summary.

Quotes best illustrating the author's argument

1. Add three to five short quotes from the text (with page numbers) to make the author's argument more accessible to the readers of your handout and to collect them for using them as references in your final paper.
2. Use only the top two-thirds of the back page of the handout for the quotes.

Comments and observations, critical remarks by the presenter

1. Summarize *your own opinion* on the article or book chapter: what did you learn from the text, how did it provide a *new perspective* on the *issues you have already known*, what did you find *enlightening, engaging, interesting* – or *problematic*.
2. Use only the bottom third of the back page of the handout.