

## Step-by-step guide

1. Start with a **question** . Which topic in which reading is interesting to you? Which topic would you like to learn more about? Which topic do you not understand fully?
2. Find the **most relevant passages** in the text. Three or four will be enough. Underline key phrases and reread them. How would you answer your question based on these passages, their key words, and phrases?
3. Find **three academic articles** / book chapters related to your topic. Having read them, first write a **short summary for each** source: what do they say about your topic? What is their main point? Second, **how can this information be used for answering your question?** Write between 100 and 150 words for both. Then identify the sources in APA / MLA style and put the identification above the annotation. Repeat for the remaining two sources and your annotated sources are done.
4. So things are clearer now. But before you move on to the last task, identify what in your argument is open to a **different point of view than you have?** What could people use to disagree with you? How could you defend your point of view? If their critique would be valid, you need to modify your point. If not, you are now better prepared for the exam. And you have something more to mention in the last task.
5. Now write a paragraph of 200 to 300 words in which you summarize it all. The paragraph should be written **as an abstract** which traditionally has five parts: (1) background, (2) aim, (3) method, (4) results, and (5) conclusion. For our purposes, just **background, aim, and conclusion** will do. Background to your topic is self-explanatory. So is aim (you specify what you want to claim about which topic). As for conclusion, after being specific in background and aim you can go broader here: you can answer why your presentation addressed the topic it did and what the significance of that topic (in contemporary literature or world) might be.
6. Write a **title to your research/ presentation proposal as the very last step**. The title should preview your question and even your answer. In other words, upon reading it anybody should know which topic in which text your research describes and what you think of it. (A caveat: please avoid the very Czech "I'll tell you how I answer my question as a surprise at the end of my presentation!" How you answer your question should be evident right from the start).
7. Upload into Moodlinka.
8. **Congratulate yourself**. Well done! You did it