

**The Basics of Reading Effectively**  
**Dr. Evans' Checklist**  
[www.ProfessorEvans.com](http://www.ProfessorEvans.com)

➤ **SQ3R Method:**

Survey (Browse material to get an idea of the direction, bread, & depth of topic)

Question material (see "Are You on the KCAASE?" worksheet)

Read (Wow! What a concept - reading the material!)

    Reflect/Recite (Put the readings into your own words/Discuss it)

Review (Go back to the readings and your notes BEFORE class!)

**What - Summary, Analysis, and Critique of Author's work**

*I. Text analysis*

**What:**

Author's topic - Is the main focus a person, place, thing, or idea? (or "theme, thing, or thinker")

Author's main question, argument, theory, thesis, or hypothesis

Content analysis - themes in the text

Author's sources, evidence, & supporting material

Author's assumptions

Author's methodology - framework for how the story is told

Author's conclusions

**Why:**

Purpose of study

Questions that the research answers

"The problem" & rationale for study:

    background

    literature review what other research has been done

    how research clarifies or corrects ideas & practice

**How:**

Key words, writing style, language use, genre

Definitions of terms

Assumptions behind questions

Author's methodology

Theoretical framework

Philosophical framework/cultural orientation

**Who:**

Author (See "SCAAAARRS" worksheet)

Author's subject (topic)

Author's perceived audience

Author's actual audience (history of response to text)

## II. Context analysis

### When:

Time scope (era) of topic  
Historic overview of topic covered, previous writing on the subject,  
time of author's writing, time since author's writing

### Where:

Geographical scope of study  
Author's origin and location

### So What - Reader's Evaluation of Work

Reader's perspective (See "SCAAAARRS" worksheet)  
Reader's ideas, philosophical grounding thesis, hypothesis, themes, theories, and conclusions about work  
Examples (draw from author & reader perspective) to support reader's thesis  
Evaluate author's goals and whether goals reached (formative = procedure; summative = outcome)  
Author's argument's persuasiveness  
Relevancy of author's claims, sources, and supporting evidence provided  
Major contributions, new information, and value of study  
Rate ethical, moral, and aesthetic value of work  
Gauge influence of work on reader's future work  
Limitations of study

### Now What - Further Research and Action Needed

Interpret meaning and relevance within discipline  
Implications for subjects of study  
Implications for global thinking  
Further research needed  
How will this research affect reader's personal conceptualization and practice?  
How will this research affect reader's professional conceptualization and practice?

## MAKING THEORY PRACTICAL AND PRACTICE THEORETICAL

(from *Women's Lives: Multicultural Perspectives*)

### How to evaluate a theory & connect theory to action

- I. What exists (description)
- II. Why does it exist (analysis)
- III. What should exist (vision)
- IV. How to change what is to what should be (strategy)