

CONTENTS

Introduction	3
--------------------	---

THEORY CHAPTERS

Critical reading towards critical writing	7
Identifying key ideas and note-making	15
Paraphrasing.....	20
Summarizing	27
Organizing paragraphs.....	36
Introductions and conclusions.....	43
Revising and proofreading	47

PRACTICE CHAPTERS

Critical reading towards critical writing. Part 1.....	54
Critical reading towards critical writing. Part 2.....	67
Critical reading towards critical writing. Check yourself	72
Identifying key ideas and note-making. Part 1.....	77
Identifying key ideas and note-making. Part 2.....	85
Identifying key ideas and note-making. Check yourself	87
Paraphrasing. Part 1	91
Paraphrasing. Part 2	107
Paraphrasing. Check yourself.....	115
Summarising. Part 1.....	123
Summarising. Part 2.....	137
Summarising. Check yourself	144
Organizing paragraphs. Part 1	149

Organizing paragraphs. Part 2.....	158
Introductions and conclusions. Part 1.....	160
Introductions and conclusions. Part 2.....	167
Introductions and conclusions. Check yourself	170
Revising and proofreading. Part 1	173
Revising and proofreading. Part 2	186
Revising and proofreading. Check yourself.....	191
Appendix 1	196
Appendix 2	201
Appendix 3	203
Appendix 4	206