

# Education

Hi everyone. In my life there was a lot of reading and learning something new. Since childhood, I have loved to read, so now 95 percent of my life consists of helping people write essays, abstracts and so on. Here I want to tell you how to do it correctly.

 Difficulté Facile

 Durée 1 minute(s)

 Catégories Art

 Coût 0 EUR (€)

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## Introduction

### Cross-reading

The solid yards of collected, copied, and borrowed material can quickly become daunting as you begin your material review. The following tips can help you stay on top of things and get through the work without getting lost in the details:

Get a first impression of the relevance of the work by looking at the table of contents, the bibliography, and possibly the biographical information about the author: does it really deal with your topic? What is the author's scientific background and orientation? Is he/she a specialist in the field or new to the field?

When cross-reading, always keep your question for the text in mind and critically examine whether and for what you can and would like to use the text. Have the "courage to leave gaps": When you first read the text, leave out chapters or passages that lead you too far away from your question!

Note down ideas, associations and cross-references already during the first reading: Even if you are sure that this or that thought is obvious - it often does not come a second time ...

Various institutions offer courses in speed reading, which train you to quickly grasp the content of texts without reading word for word. If you are interested in this: Acquire this technique in advance so that you are prepared for the emergency!

### Structuring the material

Reading and editing your sources in a structuring way is a necessary endeavor, and it also has many benefits: It makes the content of the text clearer; books don't have to be read repeatedly; you create "material" for yourself that you can work with further without problems.

With the systematic reading, editing and excerpting of readings, you create material for yourself with which you can continue to work in a well-founded manner. The excerpted material is a first text form that you have created in keywords. The next step is the first formulation of your keywords in complete sentences. The resulting text represents the skeleton of a rough draft, which will be edited again in later work phases, supplemented by further excerpts and quotations, evaluated, etc.

### Excerpting

Excerpting means to grasp the content of a text, to filter out the core elements and to summarize them in one's own words in as short and concise a form as possible. If such an excerpt contains directly (1:1) adopted passages (quotations), these must be recorded with the correct source citation and indicated in quotation marks in case of a later adoption.

Excerpting is a very important skill that you need from the beginning. In order to write my lab report be able to take any useful notes at all on the particular articles you read, it is essential to read and summarize texts correctly in your own words. This activity will accompany you during your whole working process around the creation of the scientific paper.

Very important: The page count of the excerpted text should always be significantly shorter than the original!

### More information:

Each chapter begins on a new page  
Methodological guidelines for developing and completing a thesis.  
Write essay

Matériaux

Outils

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Étape 1 -

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