

Step 1: Search the paratext for information to contextualise the document

- What do the title and subtitle tell you about the general topic and or the specific issue of the document?

- Who published the document? When was it published? Is it linked or was it “triggered” by a specific event or context? Does this help contextualise it?

- Can you already infer what type of document this is?

- Do you have the impression that the document defends a particular point of view

Step 2: Study the document and prepare your synthèse

- As you read the document, try to identify Words / phrases / time markers / connectors etc that help you identify the structure and logic of the text? Can you identify different parts or movements?

- What are the main points developed by the document? Rephrase them in your own words.

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- Can these points be reorganised a bit (to avoid a linear summary)?

Step 3: Check your intuitions about the point of view of the document

- Does the document defend a particular point of view? What tone does it use?

Step 4: Write your introduction respecting the key steps: Contextualisation / Specificities of text / Main question raised or main point made

Step 5: Take a step back from the document

- Are there other positions or arguments that have not been considered?

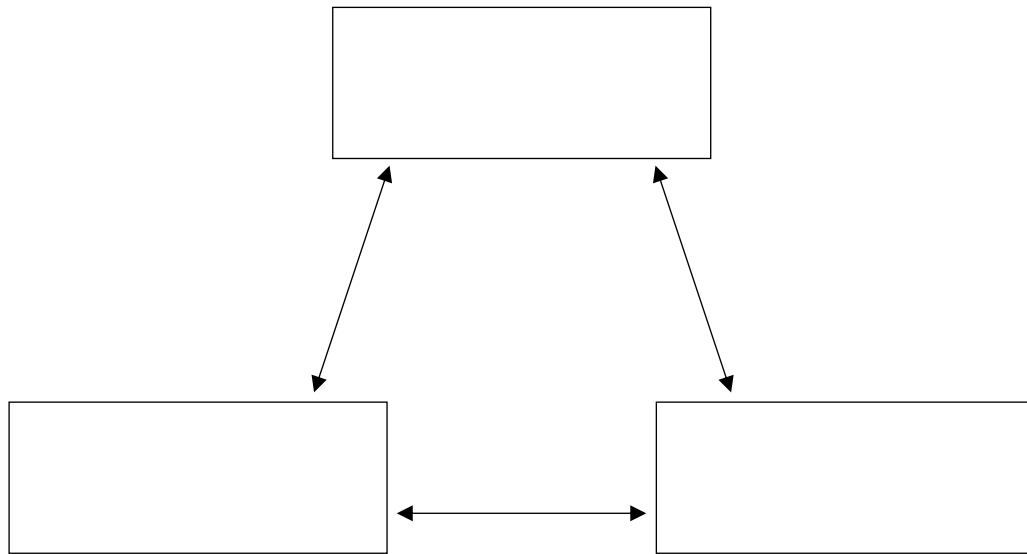
- Is the situation discussed in the document representative of a trend or not?

- Can you think of any other examples or counter-examples (including in other countries)?

- Is there a point in the document that needs to be explained in more detail?

Step 6: Formulate your key question

- What are the 2-3 key issues or notions that are related to the topic of the document? Fill in the boxes.



- How are these key concepts related to one another? Annotate the links between the boxes, focusing on points of tension between them.
- What question can encapsulate the tensions between these key concepts? Formulate your key question.

Step 7: Write your transition

Step 8: Prepare your commentary

- What 2-3 arguments will help you answer your key question?

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- What concrete and precise example can illustrate each of your arguments?
- In which order will you structure your arguments? Number the items.

Step 9: Write your conclusion (if you have time!!! One sentence max)
