HOW TO USE THESE MATERIALS

This unit is in the format of a **Compressed File**. Files are organized so you can easily browse through the materials and find everything you need to print or e-mail for each day.

The materials are organized into three folders:

UNIT PLAN AND TEXTS

- Unit Plan
- Models
- Texts

The **model questions and tools** are meant only to illustrate the process, NOT to shape textual analysis. **It is essential that both teachers and students develop questions based on their own analysis and class discussion**. Teachers are encouraged to develop their own questions in the blank tools to use with students when modeling the process.

TEXTS are formatted with spacing and margins to support **teacher and student annotation**. Students should be encouraged to mark up their texts (electronically or in print) as they search for details. **Paragraphs and lines are numbered** for referencing in writing and discussion. **Editable glossaries** are provided at the bottom of each page. While some words have already been bolded and glossed, teachers are encouraged to use the editable features for choosing words they wish to focus on or gloss, and to differentiate word support for their students.

HANDOUTS

- Guiding Questions Handout
- Reading Closely Checklist
- Text-Centered Discussion Checklist

TOOLS

- Analyzing Details
- Questioning Texts

TOOLS and **CHECKLISTS** have been created as **editable PDF forms.** With the free version of Adobe Reader, students and teachers are able to type in them and save their work for recording and e-mailing. This allows students and teachers to work either with paper and pencil or electronically according to their strengths and needs. It also allows teachers to collect and organize student work for evaluation and formative assessment.

If you decide to **PRINT** materials, please note that you can print them at **actual size**, without enabling the auto-fit function. All materials can be printed either in color or in black and white.

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