**Assignment 2: Literature Review**

TASK: Summarising the key readings - an annotated bibliography

With your final essay in mind, **read and take notes of the key ideas from the assigned readings** for your summary For each of the three core readings***, summarise*** the key ideas in one or two paragraphs and then ***comment*** on how these ideas could be applied to the profession you are studying for.

The core readings are:

Chapter 25: Winch et al. (2006) Literacy: Reading, Writing and Children’s Literature 3rd edn, Melbourne, Oxford University Press.

Chapter 4: Foreman, P. (ed), (2008). Inclusion in action (2nd ed.). Sth Melbourne, VIC: Cengage Learning Australia.

Chapter 3: Arthur-Kelly, M., Lyons, G., Butterfield, N., & Gordon, C. (2006). Classroom management: Creating positive learning environments (2nd ed.). South Melbourne, VIC: Thomson

* Present your assignment as an Annotated Bibliography.
* Each reading should **begin with the full bibliographical details** of the reading concerned.
* **Beneath these details, write the summary and comment** in paragraph/s with continuous prose (i.e. not note form) and in the third person. Begin your summary with the author’s name and date of publication eg. Harvey (1999) suggests….
* The three readings should appear on **one document** in **alphabetical order according to author’s surname**.
* Follow Assignment 1 requirements for format of: Margins, Header and Footer, Text Styles: *Body text*.
* This should be formatted using a hanging indent (with the first line at the margin and the indent set at 1cm) and highlighted ‘Bold’. Use ‘Italic’ formatting for each title – see example over the page.
* Include a cover sheet as the first page of your assignment.
* Complete a spell and grammar check and save your document as per Assignment 1.

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| **Assignment 2: Pre-submission Checklist** | | | |
| **Text Organization** | | | **✓** |
| * Each individual reading summary has a heading comprised of the bibliographical details? | | |  |
| * Bibliographical details and summaries follow one after the other (as per example). | | |  |
| **Content** In each annotation: | | | |
| * Are the bibliographical details correctly referenced using the Harvard style? | | |  |
| * Are only the main points summarised? | | |  |
| * Does the summary accurately capture the meaning of the original texts? | | |  |
| * Does the comment clearly show critical analysis and synthesis of the ideas in the reading in order to draw connections between the reading and essay topic. | | |  |
| * Have the original ideas been paraphrased and summarized rather than copied or quoted? | | |  |
| * Does the writing express conceptual clarity? | | |  |
| * Is the writing grammatically correct? | | |  |
| **Presentation:** Assignment 2 has been word-processed and presented with: | | | |
| * a completed cover sheet attached as Page 1 of the document? | | |  |
| * correct margin settings? | | |  |
| * appropriate information in the header and footer? | | |  |
| * an informative title heading? | | |  |
| * suitable text styles for Heading 1 and Body text? | | |  |
| Each annotation: | | | |
| * uses formal/academic tone? | | |  |
| * is the required length? | | |  |
| * has been thoroughly edited and proofread for spelling and punctuation? | | |  |
| * contains bibliographical details with correct formatting applied? | | |  |
| **Submission** | | | |
| * The document contains the required file name and has been submitted correctly | | |  |
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