

Introduction:

Any good article provides a substantial amount of clues for us to understand its important concerns. A good writer will highlight the points that s/he wants readers to notice and substantiate it with some detailed description. In the given article (see support material), the author has already divided the points according to the purposes of the report: notice how certain parts of the article are highlighted and made concise.

Instructions

Today, we will briefly discuss this text and try to understand how to read for the main ideas/important details. We will look at different parts of the article and see how the author explains their points. Let's start with the title of the document given:

Title: Looking at the title of the document, can you guess what it is about? What issues do you think it might address? If you could give this text a new title, what would it be? (Before you write the title down, please read the entire document). What could we learn about the topic from this article? How do you think the author feels about this topic?

Introduction: What do you think the “**main idea**” means? For instance, think about how you could best summarize the first section of this article. What is its central concern? How does the author introduce the issue. Highlight any sentences that help you identify the same. (These are also called topic sentences), where do you find this information. How do you think the rest of the article will be linked to this idea?

Body Paragraph: Read the case highlights as well as the software process delineated in the next section of the article. Now write a few sentences that give us the main details of the process: What was the issue that the company wanted to address? How did it address this issue? How did they execute it? What were the advantages/disadvantages of this process? Was it successful?

Conclusion: Briefly note the main highlights of the company's portfolio

Hint: Don't put words in the author's mouth! At this point your work ideally looks like a skeletal copy of the document; briefly, it gives you all the information about the article.



Activity:

Step 1: Read the given article

Step 2: Write down the main points that you have discussed and fill the below given outline.

Note: Make a list of all the vocabulary and usage that looks unfamiliar. For instance, what do you think “couple” means in the second paragraph?



Title:

I. Introductory Paragraph

A.

B.

C.

II. Supporting Body Paragraph

A.

B.

C.

III. Supporting Body Paragraph

A.

B.

C.

IV. Concluding Paragraph

A.

B.

C.

After filling the outline, you could divide in pairs and explain this data-entry process to your teammate as a member of the Hi-Tech team of engineers. You need to briefly introduce your company and have a detailed introduction of this project. How would you explain this project to a client/ a stranger?