1. Silently look over the text. Look at the text structure (how it’s organized) and the text features (photographs, diagrams, captions, source, bolded words, etc).
2. Read the text independently and silently. Your teacher might set a time limit for this – if so use the whole time to your advantage. For each text there will be a piece of paper that you will write down your thoughts on. Essentially you will be independently **annotating**: summarizing, making connections, posing questions. Hint: Use your whole time and connect it back to the purpose of the activity.
3. Also during the silent time, look over what other people are saying with the attached annotation sheet. Respond to a classmate’s thought or add a new idea. The point is to have a silent discussion which will lead to an aloud discussion momentarily. Again, use the whole time to interact with the text and the written dialogue happening.
4. Now it’s talk time! You’ve had a bit of time to process what the text says and formulate your own ideas/opinions. Now you can share your ideas from above and check for understanding with each other. The teacher may also provide a discussion prompt. This is a perfect time to clear up any confusion with unfamiliar words/phrases or concepts. Use each other as resources and talk academically about the subject. Every person gets time to share.
5. There may be multiple texts that you are asked to read. If so, continue the silent discussion process.
6. You will share out highlights of your discussion with the whole class.
7. The teacher may highlight some of the new information that is important for you to remember – you might want to take notes. Also, they will discuss complex topics and go more in-depth with the topic based on what you just read.
8. Time for writing! The teacher will give you a prompt that you will have to reference the reading, class discussion and new information presented by the teacher in order to complete thoroughly.

