

**STAGE 1: INTRODUCTION - PRESENTING A DOCUMENT**

**1. The different types of documents**

- map, plan
- line graph, bar graph, pie chart
- table
- photograph, poster, cartoon, engraving
- diagram, flow chart
- text (letter, treaty, speech)

**2. The presentation**

- **Rephrase the references** (type, title, author, source, publication date and place) in a proper sentence with a verb.
- **Define a notion**, a word if necessary.
- **Give the context:**
  - **geographic:** the scale of the document, the type of country mentioned (e.g. on a national scale in the UK a developed country);
  - **historical:** the position of the document in a world history period as precisely dated and defined as possible (i.e. at the beginning of the Cold War, the indirect conflict between the USA and the USSR which took place from 1947 to 1991).

**STAGE 2: ANALYSING A DOCUMENT**

**1. Description: What you see**

- **Structure** : Spot the different parts of the document or create different categories to structure your destruction and give them a title.
- **Detail** : Describe each part, category in detail as precisely as possible (give figures, countries, their evolution; describe the elements of a picture).

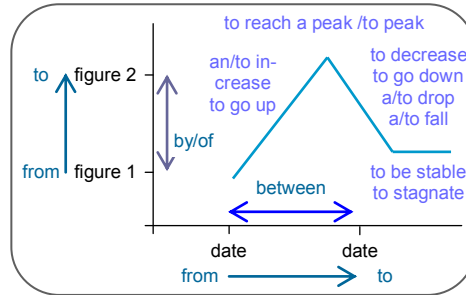
**2. Interpretation: What you know**

- **Detail** : Add key notions or knowledge to check if what the document shows is right or wrong, to explain contradictions, to explicit names or events.
- **If possible also structure** the interpretation: find different parts and give them a title

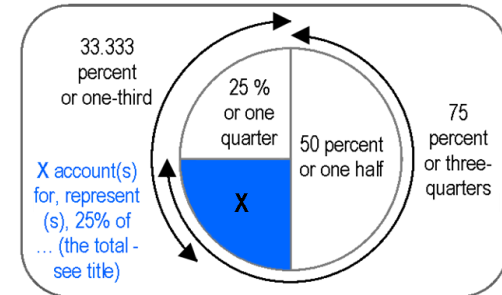
**STAGE 3: CONCLUDING**

- **Assess the document** : Is it reliable (can you believe, trust this doc?) and if it's biased (giving the author's opinion, not neutral).
- **Sum up its ideas** : Recap what the document really shows. Globally your recap should be **nuanced** (positive and negative aspects, generality but exception, problem/solution or vice-versa ...).

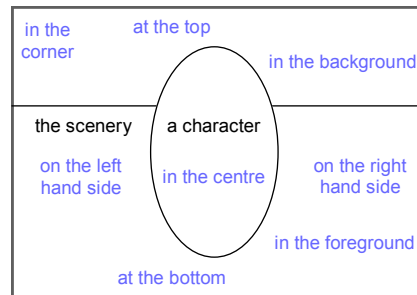
**Studying a graph**



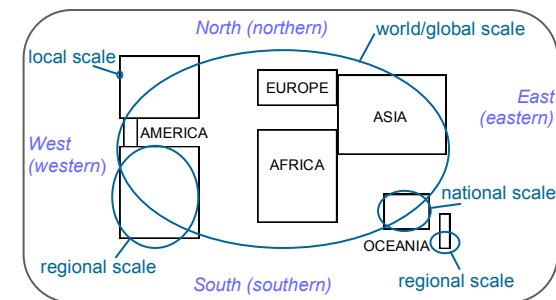
**Studying a pie chart or circle graph**



**Studying a picture**



**Studying a map**



**Studying a text**

**Connection: cause / consequence**

Sustainable development (SD) is a pattern of economic growth in which resource use aims to meet human needs while preserving the environment so that these needs can be met not only in the present, but also for generations to come. [...]

**Connection: opposition / addition**

The concept of sustainable development is often broken out into three constituent parts: environmental sustainability, economic sustainability and social sustainability. [...]

**Connection: exposition / elaboration**

Environmental sustainability is the process of making sure current processes of interaction with the environment are pursued with the idea of keeping the environment as pristine as naturally possible.

Part Paragraph of 1 sentence

"Sustainable development", *Wikipedia*, last revised 14 August 2012