

Read, Think, Write model

Students normally start assignments by trying to write first and then “put in” referencing/reading. Starting with the reading as this model suggests often leads to more critical, analytical and better structured academic writing.

Start with a simple plan of each paragraph. Each paragraph will be around 250 words, so 1000 words = 4 paragraphs.

Use keywords from your question and learning outcomes to roughly decide the paragraph topics. The first will be an intro, the last the conclusion.

1. Plan

1. *Introduction*
2. *Good Teamwork in Early Years care*
3. *Problems in teamwork*
4. *Communication in teamwork*
5. *My teamwork skills*
6. *Action plan for teamwork*
- 7.
8. *Conclusion*

Read about the topics and making notes straight into your plan. Take quotes and paraphrases that might be useful for your essay.

2. Read

2. *Good Teamwork in Early Years care*
 - a) *Diversity among team members is important in Early Years although staff often ignore differences as they are afraid of upsetting each other (Stacey, 2009, p.13)*
 - b) *You need staff who follow multiple types of team worker as described by Belbin (Stacey, 2009, p.14). But you need to use Belbin with care, he didn't design the teams for Early Years.*
 - c) *Belbin team roles can help individuals to adapt to different situations and talk about their job role (Belbin.com, 2021)*

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When you have done some reading take your paragraph, look again at the essay question, and ask yourself: ‘what does this research tell me?’ or, ‘What does it mean?’.

3. Think

When you have come up with an answer try and write a sentence summarising it.

2. It is important that Early Years teams are diverse and can take on multiple roles allowing them to adapt to different situations.

That sentence becomes the first sentence of your paragraph, also called the point. You can now write the rest of your paragraph using your research as references. Imagine that you are having to explain that opening sentence using the research.

4. Write

2. It is important that Early Years teams are diverse and can take on multiple roles allowing them to adapt to different situations. Stacey (2009) has argued that you need multiples types of team worker in Early Years settings. This diversity improves peoples’ experience, even if they find it difficult at times to discuss the diversity (Stacey, 2009). A way for them to talk to each other better is using Belbin’s team roles (Belbin.com, 2021)...

Check out our workshops on: Understanding the Question, Reading Research effectively and Paraphrasing to go further.



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