



ACE Workshop: **Shut Up and Read**

Please note, this is not a taught session. You will be given time to read and critically analyse an academic text of your choice.

Session will start at: 12:00pm

What is Shut Up and Read?

'**Shut up and Read**' transforms the often-isolating process of academic reading into a **collaborative exchange**. Through **timed reading exercises** and **guided critical analysis**, it encourages participants to:

Read with
purpose

Take effective
notes

Develop a deeper
understanding of
academic texts

Critically
evaluate
research

Reflect on
connections
between theory
and practice

Exchange
tips for best
practice

Shut Up and Read: Workshop Content

Introduce the Reading Log as a tool to engage purposefully with academic texts

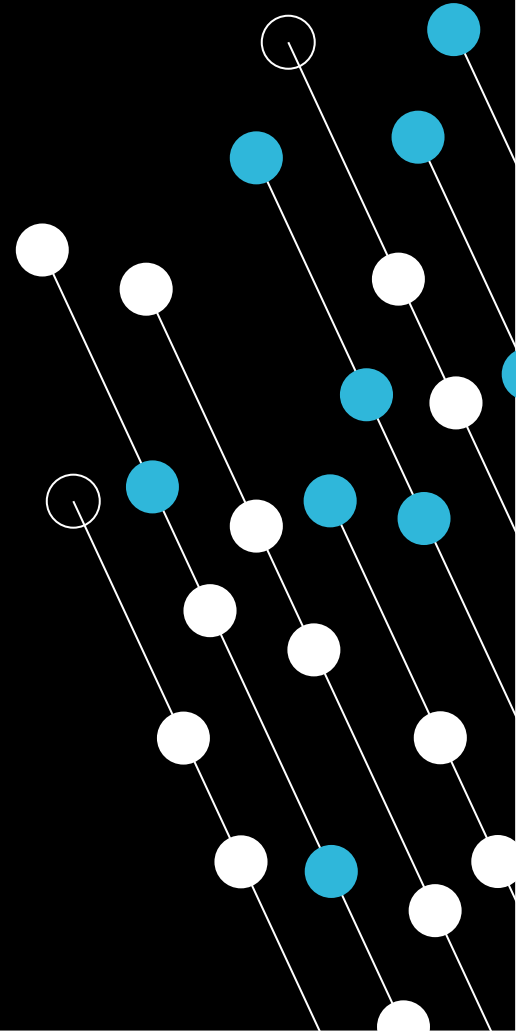
Complete two 20-minute reading exercises, taking detailed notes and critically reflecting on the argument

Establish a specific, manageable reading goal for the week ahead

By the end of the session, you will be able to:

Critically analyse an academic text using a structured reading framework.

Code of Conduct



Code of Conduct

1

Maintain a quiet, distraction-free environment during timed reading exercises.

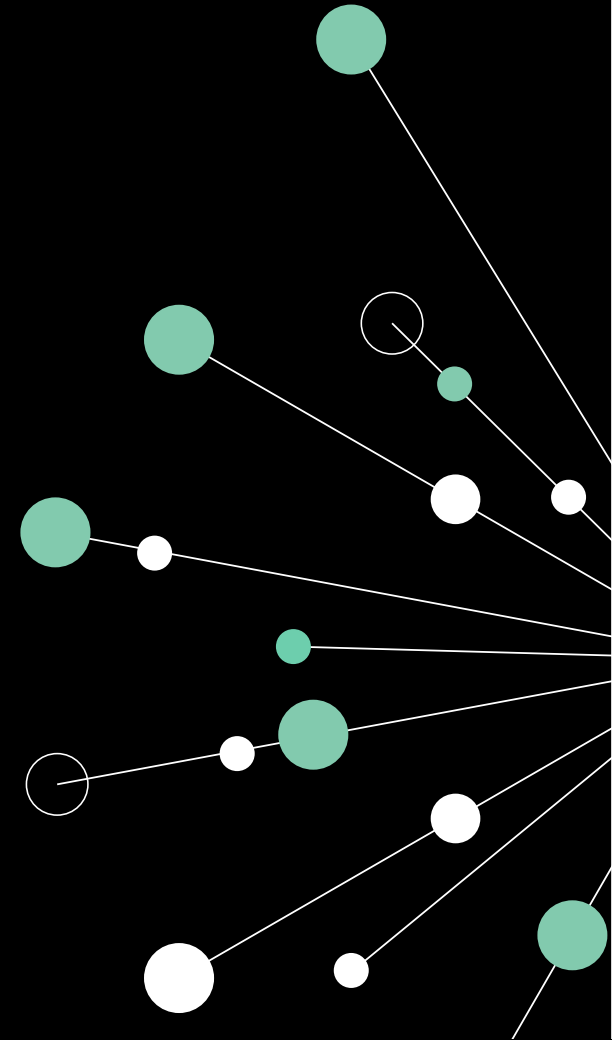
2

Never share analyses in the chat or with peers due to the risk of academic misconduct.

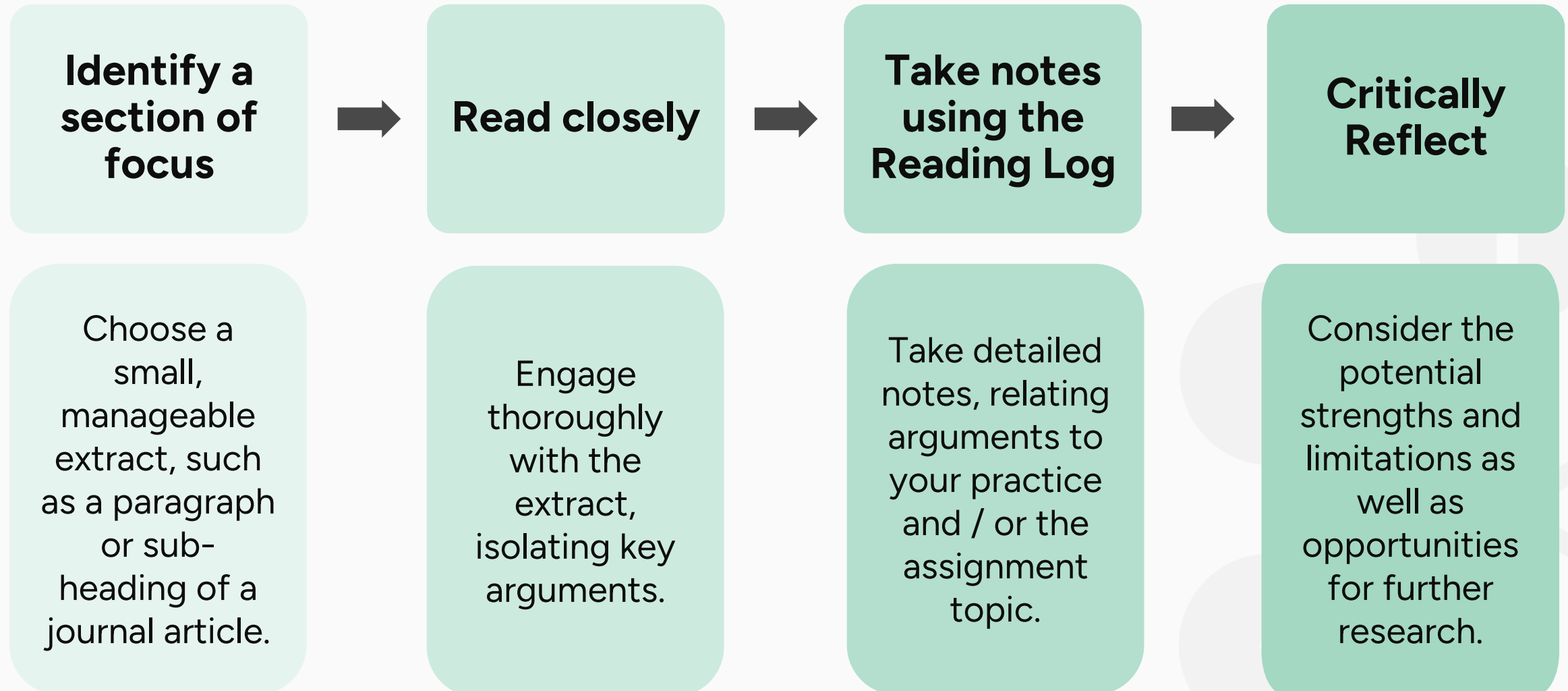
3

Encourage fellow participants by sharing reading-related challenges as well as tips for overcoming them!

Introduction to Using a Reading Log



What is Critical Reading?



Creating a Reading Log



Task 1

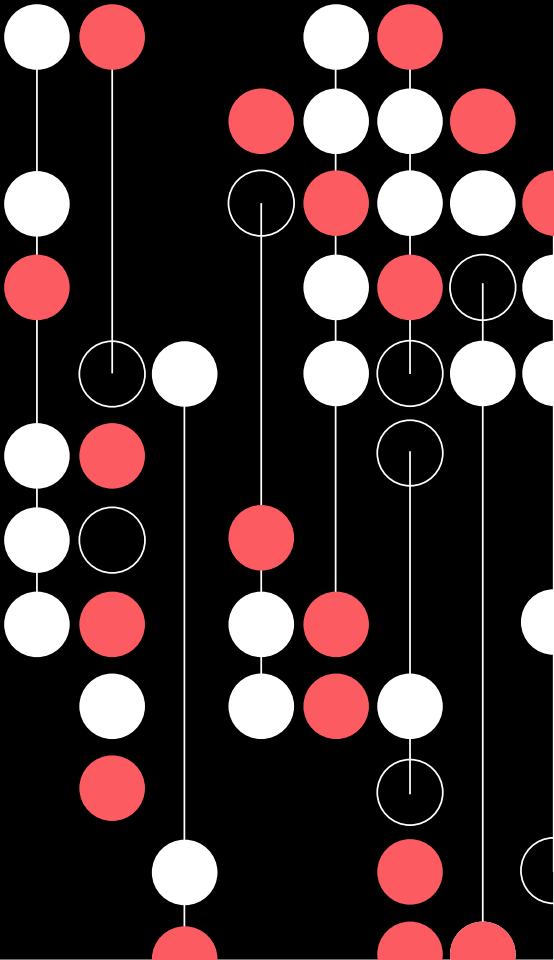


Task 2



Author Date	Link to Source/ Reference List Entry	Quotation	Paraphrase	Relating Theory to Practice	Strengths and Limitations
(Surname, Date)	Include a link to the source	“Write out the quotation or section of text in its original form” (Surname, date, pp.)	Paraphrase the original text by rephrasing in your own words	This is reflected at Company X.... This aligns to Company X’s....	The main weakness with the author’s argument is... A key strength of the research is...
	Alternatively, write out the full reference list entry		Bullets are also another succinct alternative 	Company X counters this approach by... However Company X demonstrates...	

Shut Up and Read



What is Your Extract of Focus?

Prior to today's session, you were asked to prepare an extract of focus. This could be a sub-heading of academic textbook or a paragraph of a journal article.

Please write yours in the chat as follows:

I will focus on the discussion section of my journal article, particularly findings related to leadership styles and their impact on retention and performance.

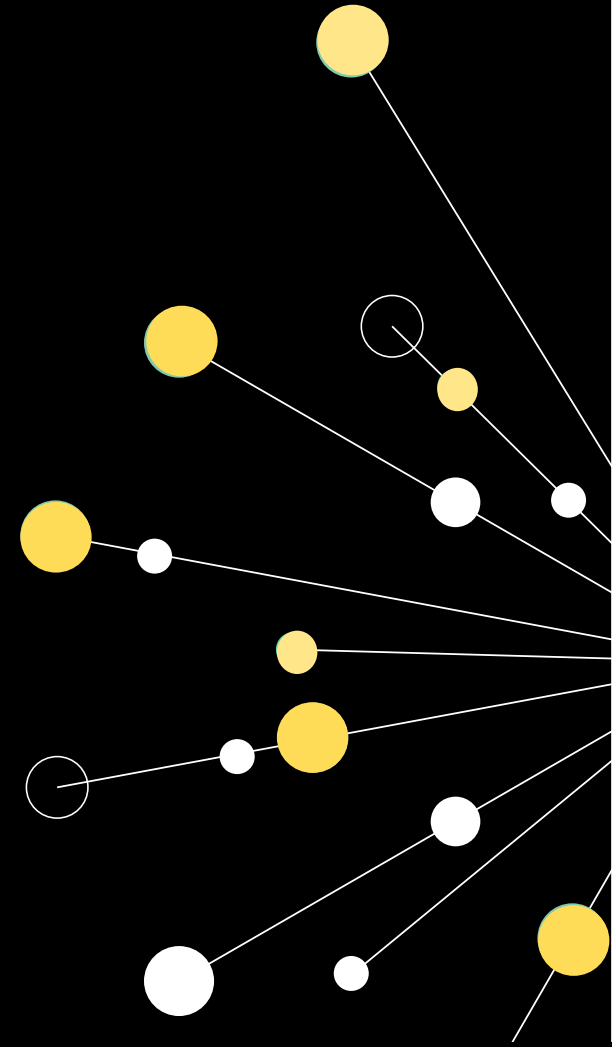
I will focus on paragraphs that explore the role of AI in organisational decision-making.

Shut Up and Read – 20 Minutes

Read with purpose for 20 minutes, paraphrasing key arguments and establishing connections to practice in your Reading Log.



Self-Reflection



Critical Reflection – Look Back at Your Notes

1

What are the potential strengths and limitations of the author's argument?

2

How does this connect to previous reading and your professional context?

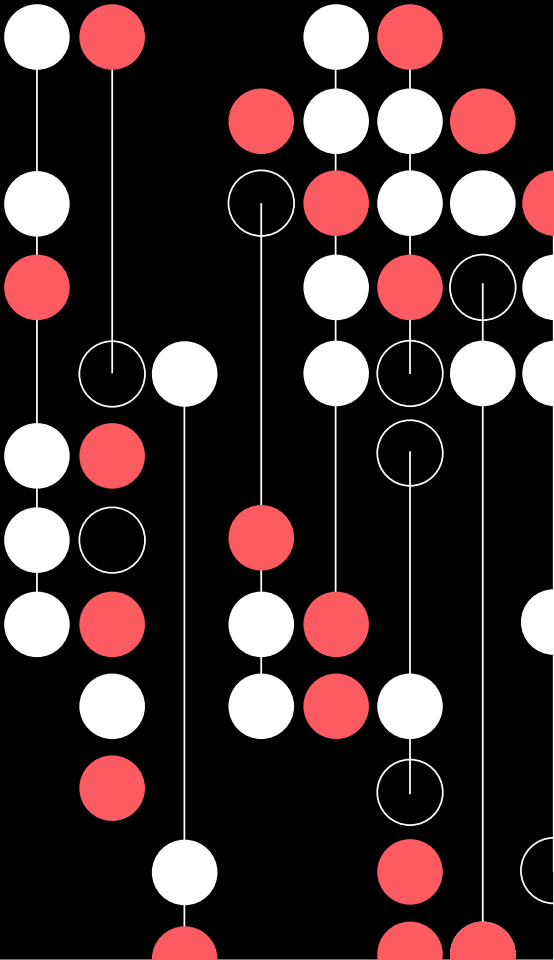
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To what extent do you agree with the author, and why?

4

What will you take forward from this exercise and / or do differently next time?

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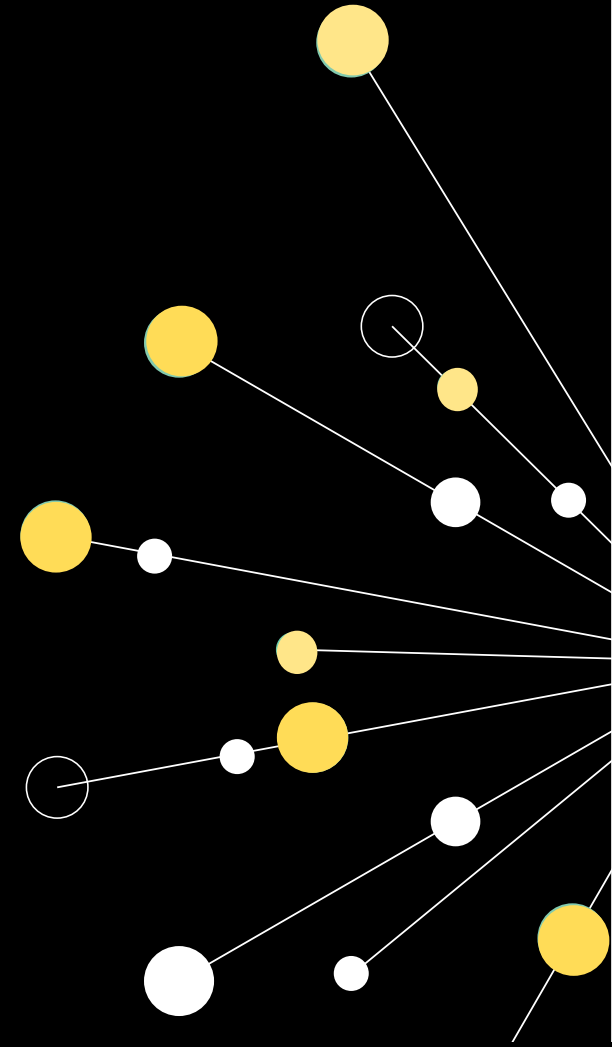
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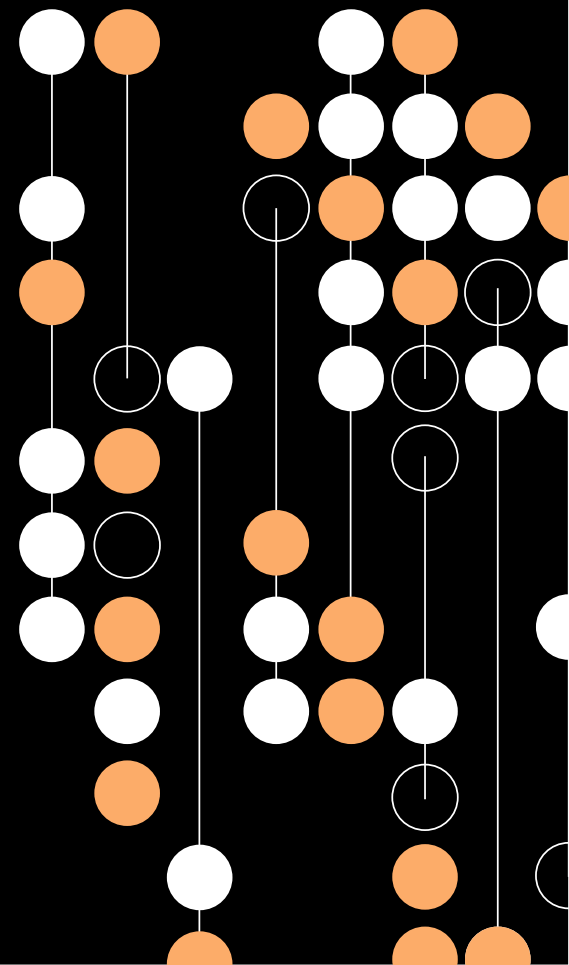
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What will you take forward from this exercise and / or do differently next time?

Goal Setting



Set Yourself a Reading Goal for the Week Ahead

Set yourself a **specific, manageable reading goal** for the week ahead and post it in the chatbox.

Your goal could involve:

- Reading another section of a journal article, book chapter or other text.
- Revisiting a challenging section to deepen your understanding.
- Identifying and evaluating further evidence to support your assignment.
- Comparing ideas across two or more sources.
- Annotating a text and recording your reflections using your reading log.

More guidance can be found in the [ACE Quick Guide to SMART Goals](#).

ACE Feedback

Thank you for attending this ACE Workshop.
We would be grateful if you could take 2 minutes to
complete our **feedback form**.

Do You Require Further Academic Support?

Look on the
ACE Page for
resources

Check out our
upcoming
workshops

Book a 1-2-1
tutorial

Any questions?

