

Title Brainstorming
Areas of Work / Skills Preparation
Duration 20 mins
Resources Required (eg. Equipment, people, source material, assignment, room..) Pen and paper
Related information (eg. Recommended reading, follow-up ideas...)
Detail (step-by-step explanation of the task) Note down anything that may come up as part of the interpreting assignment. Every single piece of knowledge relating to the sphere/situation you are about to interpret in should be written down and thought about.
Progression / Variation (eg. Are there more advanced or different ways of approaching the same task?)
What materials did you use for this task? Any other recommendations?
Review (was it simple / effective / would you recommend it?) By taking the time to sit down and write about possible occurrences, related jargon, any background knowledge can make you feel much more prepared and increase your confidence.