

1. Find and mark the thesis.
2. As you read the passage, circle any words for which you are unsure of the meaning. Look them up and make a note of the meaning close by the word.
3. Number the paragraphs in the passage.

Work your way through the passage, one paragraph at a time. Perform all the following steps for each paragraph before you move on to the next one.

4. Find and mark the topic sentence.
5. Find and mark each of the sub points which support that sentence.
6. Find and mark the details which support each of the sub points
7. Write a one sentence summary of the paragraph in the margin.
8. Write down any questions you have about that paragraph.

When you finish reading the passage, write a one or two sentence summary of what it was about. Look over the questions you may have asked yourself earlier to see if any of those have been answered.