

1. **Identify the main purpose of the document.**

2. **Summarize the key points in your own words.**

3. **Identify the author's tone and style.**

4. **Identify the main argument or conclusion.**

5. **Identify the supporting evidence and examples.**

6. **Identify the author's assumptions and biases.**

Section	Key Points	Author's Tone
Introduction	Establishes the context and purpose of the document.	Formal and objective.
Main Body	Contains the main argument and supporting evidence.	Analytical and persuasive.
Conclusion	Summarizes the main points and provides a final statement.	Concise and authoritative.



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