

Table 1

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1. **Identify the main topic of the passage.**
 2. **Summarize the main idea in your own words.**
 3. **Identify the supporting details.**
 4. **Explain how the details support the main idea.**
 5. **Identify the author's purpose.**
 6. **Identify the author's tone.**
 7. **Identify the author's bias.**
 8. **Identify the author's point of view.**
 9. **Identify the author's audience.**
 10. **Identify the author's style.**