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1. **Identify the main idea or thesis statement.** What is the author's primary point or argument?

2. **Summarize the supporting points.** What evidence, examples, or arguments does the author use to support their main idea?

3. **Identify the author's tone and style.** Is the writing formal, informal, persuasive, or objective?

4. **Consider the audience.** Who is the author writing for, and how might this influence the content?

5. **Evaluate the effectiveness of the writing.** How well does the author communicate their message? Are there any strengths or weaknesses in the argument or presentation?

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