### Understanding Sentences
- Circle every word you do not know. Look up the definition and write this definition in the margins.
- Find connections and causal links between ideas within a sentence. Use diagrams or visual representations to find connections and causal links between ideas. Use arrows to represent cause and effect relationships.
- Think about this sentence in the context of the passage or of the entire source. How does this sentence support the claim in that passage? How does it support the overall thesis?

### Understanding Passages
- Take a note on the main idea of each sentence. Assess the connections and causal links between sentences. How is each sentence related?
- Identify what each sentence says versus what each sentence does. These should be different. How does each sentence relate to the purpose of the passage as a whole?
- Think about the purpose of the overall article. How does this passage relate to that larger purpose?

### Understanding Entire Sources
- Identify the article's thesis (What is the author's main claim?). Draft a brief a summary of each body paragraph (or, if the paper is long, each section). Assess the way in which each paragraph or section relates to the thesis.
- What type of argument is the author making? Review each paragraph in the context of the argument. What is the author’s purpose in making such an argument? Check out the following list:
  - **Resemblance** – focuses on comparison/contrast
  - **Evaluation** – makes judgment on the subject of the article
  - **Definition** – argues a particular meaning
  - **Causal** – reflects on a cause/effect relationship
  - **Proposal** – argues whether an action, solution, etc. should be implemented