1. **Number the paragraphs (1, 2, 3…)**
   You need to be able to cite and refer to the text in order to support your response. Begin by numbering each paragraph in the left hand margin.

2. **Chunk the text.**
   Break up the text into smaller sections (or chunks) by drawing a horizontal line between paragraphs. Look at the paragraphs to see where natural chunks may occur. Group paragraphs by similar elements (e.g. paragraphs 1-3 may discuss the author’s hook and thesis, while paragraphs 4-6 discuss supporting evidence).

3. **Underline with a purpose.**
   Underline the main idea(s) in each paragraph. Reflect on the purpose for reading or the essential questions for the unit to guide your identification of the main idea(s).

4. **Left margin: What is the author SAYING?**
   In the left margin, **summarize** what the author is saying in each chunk with brief phrases (7 words or less).

5. **Right margin: Look DEEPER into the text**
   In the right-hand margin:
   - **Describe what the author is DOING and why.** (e.g. The author is describing, illustrating, arguing, comparing, etc… because…)
   - **Make a connection** to something else you’ve studied or read in the unit
   - **Write down a question** that you have after reading.
   - **Jot down one word themes / central ideas** that came