



1. The first step is to identify the problem or question that needs to be answered. This involves understanding the context and the specific requirements of the task.

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

Abstract

Figure 6

Abstract

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