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| **Step One: For future reference, record the bibliographic details of your reading in the boxes below.** | | | |
| Title | Author | | Year and place of publication |
| Journal details (if any) | Pages read | | Other bibliographic details |
| **Step Two: Surface read the source and complete the following tasks.**  In your own words, briefly describe the main point or argument the author/s of the source is trying to make.        List three minor arguments that the author uses to support his or her main point or argument.  1.  2.  3. | | **Step Three: Read the source more comprehensively and find quotes or ideas from the text that supports each argument and point that you’ve listed in step two.** | |

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