

# **Analytical Reading**

## **Finding what a book is about**

1. Classify the book according to kind and subject matter.
2. State what the whole book is about with the utmost brevity
3. Enumerate its major parts in their order and relation, and outline these parts as you have outlined the whole.
4. Define the problem or problems the authors has tried to solve.

## **Interpreting a Book's Contents**

5. Come to terms with the author by interpreting his key words.
6. Grasp the author's leading propositions by dealing with his most important sentences.
7. Know the author's arguments, by finding them in, or constructing them out of, sequences of sentences.
8. Determine which of his problems the author has solved, and which he has not; and of the latter, decide which the author knew he had failed to solve.

## **General Maxims of Intellectual Etiquette**

9. Do not say you agree, disagree, or suspend judgment, until you can say "I understand".
10. Do not disagree disputatiously or contentiously.
11. Demonstrate that you recognize the difference between knowledge and mere personal opinion by presenting good reasons for any critical judgment you make.