

1. **Identify the main idea or topic of the passage.**  
 2. **Identify the supporting details or evidence.**  
 3. **Identify the author's purpose or intent.**  
 4. **Identify the main characters or subjects.**  
 5. **Identify the main events or actions.**  
 6. **Identify the main themes or messages.**  
 7. **Identify the main arguments or points.**  
 8. **Identify the main conclusions or findings.**  
 9. **Identify the main sources or references.**  
 10. **Identify the main methods or procedures.**

- **Investment:** 10 to 40 years
- **Use:** Personal or small business (circulation)
- **Acquired:** with effort.