1. The First Stage of Analytical Reading: Rules for finding what a book is about
   a. Classify the book according to kind and subject matter
   b. State what the whole book is about with the utmost brevity
   c. Enumerate its major parts in their order and relation, and outline these parts as you have outlined the whole
   d. Define the problem or problems the author has tried to solve

2. The Second Stage of Analytical Reading: Rules for interpreting a book’s contents
   a. Come to terms with the author by interpreting his key words
   b. Grasp the author’s leading propositions by dealing with his most important sentences
   c. Know the author’s arguments, by finding them in, or constructing them out of, sequences of sentences
   d. Determine which of his problems the author has solved, and which he has not; and of the latter, decide which the author knew he failed to solve

3. The Third Stage of Analytical Reading: Rules for criticizing a book as a communication of knowledge
   a. Do not say you agree, disagree, or suspend judgment until you can say “I understand”
   b. Do not disagree disputatiously or contentiously
   c. Demonstrate that you recognize the difference between knowledge and mere personal opinion by presenting good reasons for any critical judgment you make
   d. Show wherein the author is uniformed
   e. Show wherein the author is misinformed
   f. Show wherein the author is illogical
   g. Show wherein the author’s analysis is incomplete

1. Surveying the Field – Preparatory to Syntopical Reading
   a. Create a tentative bibliography of your subject
   b. Inspect all of the books on your tentative bibliography to ascertain which are germane to your subject and to acquire a clearer idea of the subject

2. Syntopical Reading of the Bibliography
   a. Inspect the books identified in part one to find the most relevant passages
   b. Bring the authors to terms by constructing a neutral terminology of the subject
   c. Establish a set of neutral propositions for all of the authors by framing a set of questions to which all or most of the authors can be interpreted as giving answers
   d. Define the issues, both major and minor, by ranging the opposing answers of authors to the various questions on one side of an issue or another
   e. Analyze the discussion by ordering the questions and issues in such a way as to throw maximum light on the subject