

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 uninformed
 - e. Show wherein the author is misinformed
 - f. Show wherein the author is illogical
 - g. Show wherein the author's analysis is incomplete
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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