

Step 1 – On your *first* reading, identify each place where the text shifts or transitions.

Read the piece once, and **draw a horizontal line at each shift.**

(Doing this identifies the individual sections or parts of the piece.)

Step 2 – Identify the focus of each section.

After your first reading, **label each section** with a word or phrase that identifies its focus.

Step 3 – On your *second* reading, identify the important language and details in each section that imply the author’s attitude.

Read the piece a second time, and **underline the most important words, phrases, and details in each section**.

Then in the margins, identify both (1) what effects are created by these details and (2) which specific literary techniques are involved.

Step 4 – “Step back” and identify the larger movement and “form” of the piece—i.e., the way each section and its key details fit in with the larger passage and help imply the author’s attitude and thematic concerns.

Every great piece of literature possesses both **multiplicity** and **unity**.

Read the piece a third time; notice its **movement** and how all the parts and details work together.

Do you notice any patterns, motifs, “echo-words,” or even contrasts that give the piece its multiplicity and unity, its “form,” and its impact? What is the author suggesting about both *character* and *theme*?