

<i>Steps</i>	<i>To Do</i>	<i>Response</i>
1. READ	What is the author's basic message? Use a phrase or two from the author.	
2. ENCODE	Put that main message into your own words in one or two complete sentences.	
3. ANNOTATE	Analyze this message from at least three points of view. Yours and two people involved in this assignment or text.	1. 2. 3.
4. PONDER	Read your response to others in the group or class and read their responses. How are the rest of the group members' responses the same or different from yours?	
5. INTERNET SOURCES	Cite your Internet source if that is what you used. Why is this piece of information an authentic source?	