Systematic skimming or pre-reading		
1	Title	
2	Author	
3	Publisher, Place of Publication	
4	Year of Publication	
5	Preface > Pigeonhole the book	
6	Index > Important keywords & read paragraphs randomly	
7	Dust jacket information	
8	Chapters > read opening and/or closing passages/pages carefully	
9	Thumb through > locate main arguments 1. conclusion reached 2. reason given by authors 3. is it based on fact, theory or faith? 4. words used (neutral or emotional)	

Superficial reading (read through while asking questions)			
10	What is the book about as a whole? (subject/classification)		
	What is being said in detail, and how? (terms/interpretation)		
	Is the book true, in whole or part? (truth/evaluation)		
	What of it? (significance/response)		

Note	Note-making			
11	Structural > about the content of the subject			

12	Conceptual > about the truth and significance of its content

13	Dialectical > about the shape of the argument in the larger discussion of other people's ideas