How to Read a Book

1. Elementary Reading

2. Inspectional Reading
   - 2.1. Systematic Reading
   - 2.2. Superficial Reading

3. Analytical Reading
   - 3.1. Classify the book according to kind and subject matter.
   - 3.2. State what the whole book is about with the utmost brevity.
   - 3.3. Enumerate its major parts in their order and relation, and outline these parts as you have outlined the whole.
   - 3.4. Define the problem or problems the author is trying to solve.

4. Syntopical Reading
   - 4.1. Finding the relevant passages
   - 4.2. Bringing the author to terms
   - 4.3. Getting the questions clear
   - 4.4. Defining the issues
   - 4.5. Analyzing the discussion

5. Become a Demanding Reader
   - 5.1. What is this book about?
   - 5.2. What is being said in detail and how?
   - 5.3. Is this book true in whole or part?
   - 5.4. What of it?