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| Document Number or Letter | Source: Where did the document come from? |
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| **Say: Just the Facts-**  **Write quotes from the document that five you information to help you answer the question. What is the document SAYING that helps you understand how to answer the question? Don’t for get to use quotations and paragraph numbers!** | **Mean: What do the quotes mean?**  **Inference! What does the fact mean? How does it help answer the question? What can I learn from the document that is not “right there”?**  hat |
| **Matter:** Why does this document matter? What conclusions can you make with the Say and Mean information?  This is an opinion statement! | |

**So what is the main idea of this document? What category does it fit into?**