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**AUTHOR:** Who created the source?  
What is/was their point of view (POV)?

**PLACE & TIME:** When and where  
was the source produced?

**PRIOR KNOWLEDGE:** What is  
your prior knowledge on the topic or the  
source?

**AUDIENCE:** Who was this source  
written or produced for?

**REASON:** Why was the source  
produced at the time it was?

**THE MAIN IDEA:** What is the  
source trying to convey?

**SIGNIFICANCE:** Why is this  
source so important?