Working process :

A. Create groupworks of 3 to 5 people. Get together.
B. Take the document to be analyzed. Make sure each group member gets a copy.
C. Appoint a time keeper who will make sure the process describes here is implemented.
D. Take 5 to maximum 10 minutes to read the first 10 to 20 lines, corresponding to 2 paragraphs.
E. Decide together where the reading should stop, around 20 lines, or around 2 paragraphs.
F. Individually underline, or identify what seem to be the key ideas, the core concepts of the paragraphs you just red.
G. After these 5 to 10 minutes, make a round of the table and give everybody the task to expose in 2 to 3 minutes what the part of the text red is about : the key ideas, definitions, theories exposed.
H. Appoint a group secretary who has the task to write, on behalf of the group, a summary of the paragraph red. The summary should be approximately 10% of the length of the paragraphs red and summarized, and should be made on the basis of a consensus (consensus = not something that everyone agrees with, but something that everyone can live with).
I. Communicate the summary made to the class.

When the entire document has be red, and therefore a summary of the whole document written by each workgroup, take the summary of your group and together as a group answer the following questions :

1- What is the nature of this document ? Who wrote it ? For what main purpose ? On what support is the document published and made available to readers ?
2- What is the title of the document ?
3- What is the main topic / idea / theory / thesis developed ?
4- What did you learn from analyzing this document ?
5- What issues was on interest for you ?
6- What issue do you disagree with ?
7- Describe an example used in the document sustaining its conclusion.
8- Confront those key elements with your own experience of business and companies :
    a. What similarities did you identify with what you've experienced yourself ?
    b. What differences, inconsistencies can you identify between what's in the document and your own experience ?
    c. What content in the document could be useful and used, either in a company you know, or in a project you work or worked for ?