How to analyse a text

First steps

Before you read a text, look at its heading. It can give you a first idea about the subject of the text.
What do you already know about this subject? Take notes.
What kind of text is it? (newspaper, report, letter, brochure etc)- What do you expect when you read this kind of text?
(When I see a .... I expect to read / find out ... facts about.../ an exciting story ... etc)

Read the text quickly to find out what it is all about. At this stage you don't have to pay attention to single words.
Then write down the main ideas in one or two sentences.

Look for clues. You can usually understand the main ideas of a text even if you don't know the meaning of every single word. But if you think a new word is important, ask yourself if the word is a verb, noun, or adjective and if it belongs perhaps to a word family you know. Perhaps it is similar to a German word (but watch out for false friends). What meaning makes sense in the context? If you still need help, use a dictionary.

Read the text two or three times. Look for the most important pieces of information, key words and key sentences and mark them.
If you are reading a story, look for key moments which make up the action. What do you find out about the characters? Does the story have a climax after which it moves in a new direction?
Divide the text into parts and give each part a heading.

Take notes of the key words that answer the questions:

who?	
where?	
when?	
what?	
how?	

In a second step read for cause and effect: why did this happen? what happened then?
Be sure to make a difference between facts and opinions!

Then ask yourself:
How interesting did you find the text? Do you agree with the opinions expressed in the text?
What was new to you?
Are there any questions left which the text did not answer?

the text was (not) very useful / informative
it was a (moving) report on ...
the arguments were clear / confusing
it left me feeling sorry / angry / worried / happy about ...
I found the story boring / exciting because .....