

Read Textbooks More Efficiently

Preview

Look over these key parts of your textbook to see how it is organized:

- 📖 Title
- 📖 Table of Contents
- 📖 Front and back cover information
- 📖 Introduction or Preface
- 📖 Author's biographical data
- 📖 Index
- 📖 Publication date
- 📖 Glossary

Before you read each chapter, look over:

- 📖 Title
- 📖 Introduction and Sub-headings
- 📖 First sentences of each paragraph (should give main idea)
- 📖 Any diagrams, charts, etc.
- 📖 Conclusions or summaries

Answer the following questions:

- 📖 What is this section about?
- 📖 How is it organized?
- 📖 How difficult is it?
- 📖 About how long will it take to read?
Set a **realistic** time and page count.

READ ACTIVELY

- 📖 Choose a study place where you can concentrate. Be ready to read.
- 📖 Read the assignment in small chunks (from a page to several pages) rather than read an entire chapter in one sitting.
- 📖 Turn the first sentence of the paragraph into a question, and then answer the question as you read.
- 📖 Take breaks when you start to lose concentration.
- 📖 If you constantly lose your concentration, move to a different location or use a centering technique (snapping a rubberband on your wrist, for example).

RECALL—After you've read...

- 📖 Recall highlights mentally or recite aloud the main ideas or terms
- 📖 Ask yourself questions about the text and answer them in your own words.
- 📖 Underline and make marginal notes of the key words or phrases in the section. Underlining helps you review now and later.
- 📖 Make separate notes or outlines of what you have read—putting ideas in your own words will help you remember.
- 📖 Review information with a friend. What you don't recall, they might!