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!