

GETTING MORE OUT OF YOUR READING

PREVIEW

- **Things to Look At**

- Introductions, Conclusions, Abstracts, Chapter Objectives
- Headings, Subheadings, Bolded Terms
- Charts, Diagrams, Pictures, Maps, and other Illustrations
- Questions or Problems at the end

- **Questions to Ask Yourself**

- What do I already know about this information?
 - How does this relate to class lecture, discussion, or upcoming assignments?
 - What should I be able to do when I finish this reading?
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CHUNK

- Break the reading into meaningful smaller parts. Use headings and subsections when available, or use the intro/conclusion to figure out the rough organization of the text.

PURPOSE

- What is the goal for reading this text: To gain basic background? A thorough understanding? Critical analysis? Will there be a quiz? Will I need to write a paper? Participate in class discussion? Post on Canvas?

QUESTION

- Other types of questions that you may want to ask while reading:
 - What is the author's main point? How does he/she support it?
 - How does this relate to class? To other readings? To my own experience?
 - What are the strengths and weaknesses of this argument? What would the other side be?
 - How is this information organized?
 - What kinds of relationships or patterns does this text use? Examples include:
 - Compare and contrast
 - Causes and effects
 - Problem, then solution
 - Time sequence or series
 - List of details, facts, or characteristics
 - Write your questions in the margins or in a notebook.

READ AND ANSWER

- Look for the answers to your questions. Read sections that seem relevant for answering them more carefully
- and slowly.
- Write the answers to your questions in your notes or highlight/underline them in the text.
 - Don't underline or highlight too much! Wait until you've read the whole paragraph or section, and then look back to see what's most important.
- At the end of each chunk, make sure you can summarize the main points in your own words.
- Annotate the text (take notes in the margins)—put main points into your own words, evaluate what you read, put question marks next to what you don't understand.
 - Keep a list of questions that you cannot answer or that arise as you read to ask a peer, a tutor, or your professor

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