

KNOW HOW TO READ A TEXTBOOK

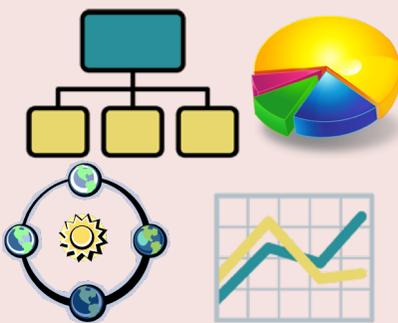
1. SCAN

Scanning gives you a quick overview of the material that you are going to be reading. It provides a framework of topics & main ideas that will make it much easier for you to read, understand & remember the more detailed information.

To Scan:

- 1) Preview the chapter by reading the title, subtitles, everything in **bold** & *italic* print.
- 2) Look at all of the pictures, charts, & diagrams & their accompanying description.
- 3) Read the introduction, review questions, & the summary before reading the main sections.

Diagram Examples



2. READ

When your reading has a purpose:

- your comprehension improves
- it's easier to stay focused
- you can identify important information

To become an ACTIVE reader:

- 1) Turn the headings and subtitles into questions.
- 2) Keep your question in mind when you read so that your mind will not wander.
- 3) Look for any vocabulary words, names, places, or events in **bold** or *italic* print.
- 4) Ask yourself "Why is this word, person, place, or event important? Which sentences state the main idea? What is the author trying to tell me?"
- 5) At the end of the section, you should be able to answer your questions & identify why the terms are important.

3. REVIEW

When you review, you lock the information into your brain before it has a chance to evaporate.

To Review:

- 1) Answer out loud the questions that you generated from the headings.
- 2) Reread the **boldfaced** subtitles and *italicized* words, briefly restating the purpose to yourself using your own words.
- 3) If your textbook has review questions, go over them & make sure that you know all of the answers.
- 4) Consider summarizing or outlining the material.