**SCAN**
1. Preview the chapter; read the title, subtitles, & everything in BOLD and italic print
2. Look at all pictures, charts, & diagrams, including accompanying descriptions
3. Read the Introduction, Review Questions, & the Summary before reading the main sections

**READ**
1. Become and active reader & read with purpose. Turn all headings into questions
2. Monitor comprehension. Are you understanding what you are reading? Avoid distractions during reading
3. Ask yourself why specific words, people, places, and events are important. Which sentences state the main idea?

**REVIEW**
1. Answer out loud the questions you generated from the headings
2. Re-read BOLD and italicized captions, briefly reciting the purpose to yourself in your own words
3. Answer chapter review questions, if applicable
   Consider summarizing or outlining the material