

A READING STRATEGY FOR TEXTBOOKS

Reading is to the mind what exercise is to the body. - Brian Tracy

This is an active and productive step-by-step technique that can help you better understand, retain, and recall what you are reading.



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SURVEY: Read over the chapter title, introduction, and any headings before you start reading the main text.

- Some textbooks also have summaries, a list of learning objectives, and end-of-chapter study questions. Read these to gain a sense of what is important in the reading.

QUESTION: Reformulate chapter headings and sub-headings into guiding questions, so you can create a PURPOSE for reading.

- Write down a question for each section you read.
- Use terms such as **why**, **how**, **explain**, **apply**, etc. to create meaningful questions.

READ: Read a section at a time, looking for the answer to your question.

- This step turns reading into an active process.
- Having a reason to read will focus you and engage your curiosity.
- See if any of the assumptions you had about the chapter's content are correct.

RECITE: After reading a section, recite the answer to the question out loud.

- This step will help you process what you read and ensure you understand it.
- At the same time, try to state the main idea in the section you have just read. If you can't, you should read it again.

RECORD: After reciting the answer, write it in your notes under the question you created.

- Write in note form and in your own words, borrowing only key terms and phrases.
- The result will be a list of questions and answers that summarize your reading.
- Add any important connections here to other readings, class notes, etc.

REVIEW: Practice recalling key ideas of the chapter and the answers to your guiding questions; also, create possible exam questions.

- This final step helps ensure you understand and remember the material.
- Use these notes to create outlines and/or mind maps to connect and relate ideas to one another.

For more information, contact the Academic Skills Centre.