

## **Preview**

Before you tackle the reading, spend about 10 minutes familiarizing yourself with the material. Giving yourself a general framework of the main ideas before you read will help you better comprehend and retain details.

For an entire book, note important elements such as titles, author information, the table of contents, preface, the index and the glossary.

Ask yourself the following questions:

- What is the main idea?
- How is the reading organized?
- How difficult is the material?
- Can you estimate how long will it take to read?

Within each chapter review the introduction, subheadings, the first sentence of each section, diagrams, charts, photos, and the summary/conclusion.

## **Read Actively**

Actively reading will help you understand the material, combat boredom, and increase retention.

Set realistic goals for how long and how many pages you will be able to read and comprehend.

Don't try to read the entire chapter in one sitting. Instead, divide it into small sections such as a half page or use the book's natural visual rhythm to take breaks between sections.

Create chapter outlines or "mind-maps" to create links and connections between concepts.

Ask yourself a question before each paragraph or section and then try to answer it as you read.

Stay focused by looking for examples that support main points or answers to your own or chapter questions.

Highlight any concepts, definitions, key words, or main ideas.









Write notes in the margins (so long as you own the book).

Change your physical reading environment to enhance comprehension and combat boredom.

For more difficult material, try standing, sit in a firm chair and/or read out-loud if the study space allows it.

Take short breaks when you find your mind wandering.

## Recall

Research shows that we forget about 40-50% of what we read within about 15 minutes unless we take measures to recall it immediately.

Write summaries in your own words after each chapter section.

Recite the highlights of what you've read out-loud.

Make separate notes or outlines of what you've read. This technique is valuable for helping you put ideas in your own words.

Write formulas and main ideas out on note cards.

Form a study group and exchange summaries and questions.

Compare reading notes with the lecture notes.

Practice explaining main concepts to others.





