

## Reading and Note-Taking from Textbooks

### Need to know why you are reading

- Is to check details? Or find a point / theme?
- Is it to compare opinions / arguments? Or collect information / data? Or get instructions?

### Set up the correct reading conditions

- Use your study area, including having comfortable seating and proper lighting.
- Hold the book in your hands if possible about 16 inches from your eyes.
- Keep your head and lips still.

### Do not concentrate on individual words

- Look for their overall meaning or for the ideas.

### Use skimming to locate information

- Use the same skimming skills that you would use when locating the name of someone in a phone book or directory.
- Skimming requires only a few seconds per page. Look for a fact, a date, important words / phrases, rather than reading sentence by sentence.

### Making notes

- Read the material before writing and try to make notes from memory.

### How to use underlining or highlighting

- Start underlining or highlighting after reading a headed section, only underline or highlight important points.

### Diagramming / mapping

- \*A diagram or map helps to organize ideas in a graphic manner.

*\*Method: find the main idea, write it down and circle it; then determine secondary categories / areas / parts and connect them by lines to the main idea; and continue on adding secondary categories / areas / parts).*

### Complex reading material

- Try to re-read the material and take a break before re-reading the material. This will give your mind a chance to work through ideas and concepts.
- Look for important words and read the sentence with only these words.
- Read the material out loud.
- Have short intense reading sessions of between 30 to 45 minutes with a break.
- Look for the same material in another book (that may illustrate the same point but in an easier format). Ask your Instructor or classmates.

### **Broaden your vocabulary**

- Increasing your vocabulary, will increase your reading speed and comprehension.
- Learn Greek and Latin prefixes, roots, and suffixes. They tend to make up many complex words.
- Look up the word in a dictionary or check the glossary or index.
- Start your own personal dictionary or make your own study cards.

### **SQ3R method of reading and learning**

SQ3R stands for: Survey, Question, Read, Recite, and Review.

#### **"S" refers to SURVEY**

This has two levels:

1. Survey the book and familiarize yourself with the organization and content of the material, including table of contents, chapter introductions, headings and sub-headings, index, glossary, etc. This takes about ten minutes.
2. In the second survey, read chapter introduction and the headings, summary paragraphs, and end-of-chapter questions. Look over any charts or graphs. Spend only a minute or two, just enough to obtain the ideas.

#### **"Q" refers to QUESTION**

Begin with the first section of the chapter and turn each heading, sub-heading, or first sentence of a paragraph into questions. Also refer to any charts, graphs, words in bold and in italic to help you develop your questions. Questions such as Who, What, When, Why and How. Make the questions fun and creative as this will help you to stay interested and focused.

#### **First "R": READ**

To help you answer your questions, read the material through once and write down in the margin or highlight main ideas to help you remember. Try to use mental pictures of the main concepts and ideas. Read the material by section or for a maximum of 45 minutes. Write down your answers.

#### **Second "R": RECITE**

Check your comprehension of what you have just read by trying to recite the answer to your question without looking at the book. Then, check to see whether you covered all points by referring to the answer in your book. Write down key phrases to help you remember the outline.

Before you carry on reading the remainder of the chapter, section-by-section follow the above sequence: Question, Read and Recite for each section of the text.

#### **Third "R": REVIEW**

When you are finished the above steps, go back to the beginning and review through the use of your keywords (highlighted) or the questions you have made. Try to make associations between what you have just learned and what you already know. Make sure to cover all the main points. Try to review your material for about 10 minutes within 24 hours of learning it and again within a week.