



Textbook Reading Skills

Things to do **BEFORE** Reading:

1. **Make specific times to read assignments** for each course. Mentally Commit yourself to these time periods. This will make concentration easier.
2. **Recall what you already know** about the topic to be read.
3. **Bring an open mind to what you read**. You don't have to agree in order to understand what an author says.
4. **Intentionally state a reason to read or create questions** out of titles, Subheadings or italicized words and read to find the answers. Concentration and memory improve when there is a specific purpose for Reading beyond the fact that something has been assigned.
5. **Divide a long chapter or assignment into pieces**. It is easier to concentrate if you focus on one piece at a time instead of trying to digest a large amount of material at once.
6. **Take 1-2 minutes to skim through the chapter** to see how it is Structured and where the author is going to take you. Look at the title, introduction, subheadings, and summary.

Things To Do **WHILE** Reading:

1. **Read only when you are able to concentrate**. Monitor yourself by putting a check mark on a piece of paper whenever concentration wanders. This will help return your mind to the reading assignment. If you cannot concentrate, do something else for 5 or 10 minutes or study a different subject for a while.
2. **As you read, take notes from the text**. Condense ideas using abbreviations, symbols, short phrases, and sketches.

3. Use a specific format for organizing notes from textbooks.

Main Ideas	Details
Main Ideas	Details

Things to do **AFTER** Reading:

1. **Think about what you read.** Discuss information to be learned with others such as in a study group.
2. **Relate what you have read to class lectures.**
3. **Look at main ideas or questions and recite aloud or write details and answers without looking** as if you are taking a test. If you can recall answers completely and accurately from memory, you know that material. If you cannot, you know immediately where you need to concentrate your efforts.

The ultimate objective of all textbook reading should be to understand what is read and assimilate it into your store of knowledge.



From: UCF Student Academic Resource Center

