Steps in Reading New Material

1. What is the purpose for reading - why is this information important?
2. Survey the book – how is it arranged?
3. Determine the demands of this task.
4. Skim the material – what words are highlighted? What do pictures, charges and graphs tell you?
5. Pick a strategy for comprehending the reading.
6. Read.
7. Evaluate – does this overlap with my notes for this class? What will the teacher test me on?
8. Paraphrase in written or oral form – what was this about? Summarize key concepts in my own words.

-excerpted from 1989 by Academic Success Press, Inc.

Ten Commandments of Survey

1. Read title, subtitle, jacket summaries, identify source (author, place).
2. Read the date of publication or copyright.
3. Analyze index-check emphasis of listenings and their organization.
4. Read Preface, Forward, and Introduction.
5. Read Table of Contents and note sequence. Check for chapter summaries.
6. Read maps, graphs, illustrations, charts, bold headings, and study questions.
7. Read the first two and the last two paragraphs of the book.
8. Read the summary or review of the book.
9. Review your survey results and decide what to use or not to use.
10. Finalize your purposes for reading with what, where, when, who, how, and why questions.

-source unknown