

# General Reading Strategies

## Reading Process:

1. Survey or preview the chapter. Look for headings and subtitles to see the arrangement/organization of the chapter content. Look at graphs, pictures, charts, etc... and read the captions.
2. Attempt to outline the headings and subtitles to units of 6-8 pages.
3. Reword headings into question format.
4. Read and underline or highlight major points only.
5. Close book and recite major points.
6. Answer heading questions.
7. Repeat the skim, question, read-recite steps. This time begin your review two-thirds through the chapter to completion and finalize with review of the first third.
8. Repeat the skim, question, read-recite steps. Focus on topic sentences. Begin with the final one-third of chapter to completion and finalize with the first and second thirds.

## General Tips:

1. If the text provides a summary or conclusion section, read it immediately after the introduction paragraph. Then, read the introduction again and proceed as text presents material.
2. Look for essential words, which are usually in bold face print.
3. Create a vocabulary word stack for unfamiliar words. Look up the word immediately and write the definition on the back of the card. Use it as a study tool to question yourself.
4. Locate a similar text at the library. If you are not able to comprehend your reading assignment, a supplemental text may clarify your understanding of the material.
5. Read aloud during at least one review of material.
6. Change your body position about every 20 minutes.
7. When highlighting your text, mark only after reading a section. This will allow you to choose the main points and not mark the same ideas twice. Don't just rely on your highlighter when you study for a test.
8. Associate new ideas with old ones-compare and contrast.
9. Analyze material as soon as you have finished reading it. Identify key points or main ideas and their supporting evidence.
10. Use what you have learned-soon and often. Teach it to someone else.
11. Read in an environment free from distractions. Close the door. Turn off the television and stereo.
12. Have good light coming over your shoulder. Sit straight with the book resting on the table or in your hands.
13. Plan reading sessions for times when your energy and concentration are high.
14. Integrate text and lecture notes.
15. Speed and comprehension will increase if you read in meaningful phrases. Do not mouth words when reading to yourself.