

MPC English & Study Skills Center

Study Reading

Step I: Survey

Books:

1. Skim preface, author's reasons for writing
2. Study Table of Contents--look for organization
3. Glance through index to see types of terms
4. Look for glossary or appendix
5. Look for answer keys to questions
6. Skim through book, reading a page or two at the beginning, in the middle, and at the end

Chapter/Article:

1. Look at the title
2. Read any preface or background information
3. Look for divisions and bold-faced headings
4. Look at charts, pictures, graphs
5. Read the summary if one is at the end
6. Read any questions present at the end
7. Think about the knowledge you already have of the subject

Step II: Read

1. Read slowly (100-300 wpm) and carefully
2. Underline main ideas and supporting points
3. Make margin notes
4. Take reading notes if work is long

Step III: Recite

1. Stop and recite what you've learned out loud or to yourself
2. Stop every 10 minutes or after difficult sections; extend time with practice

Step IV: Review

1. Go back and read under-linings and margin notes.
2. Review any charts, pictures, graphs
3. Think about the content, what you know, what it remind you of

Step V: Question

1. Ask yourself questions as though you were the teacher
2. Try to figure out what questions a teacher might ask
3. Question at the end but also after difficult sections