Guide for More Effective Use of Textbooks

I. Plan the Purpose of your Reading - determine which method is suitable.
II. Preview or Survey - Thinking Before Reading.

- **Definition** - Technique of becoming familiar with structure, organization or plan of material to be read, before reading for full details.

- **Uses**
  1. To become thoroughly familiar with textbook.
  2. To aid comprehension of all reading assignments.

- **Method**
  Whole book - Read:
  1. Title or topic
  2. Author’s name and affiliation
  3. Copyright date: how up-to-date is the material?
  4. Preface
     --Highlights purpose of author.
     --Highlights method or system of book.
  5. Table of Contents
     --Outline of Book
     --Description in compact form.
     --Shows relationship of parts and method of presentation
  6. Appendix - additional data available
     --Charts, tables, lists
     --Glossary
     --Chapter summaries
     --Bibliography
  7. Each Chapter
     A. Read first:
        --Title and all headlines.
        --Subtitles, marginal notes, italicized words.
        --Charts, graphs, other visual aids.
        --Summary, if any.
        --Questions at end of chapter.
     B. Turn sub-headings into questions to be answered by reading.

III. Skimming - Rapid Reading

- **Definition** - Technique of allowing your eyes to travel quickly over a page, stopping here and there to gain an idea.
- **Uses**
  1. To get an overall impression.
  2. To get main idea.
  3. To get author's viewpoint.
  4. To find out how difficult material may be.
  5. To decide if you want to read it.
  6. Reviewing.

- **Method**
  1. Read title or caption.
  2. Read first paragraph.
  3. Read subheadings and first sentences of other paragraphs.
  4. Then read and "float" over the rest, looking for:
     --Main ideas and some supporting details.
     --Clue words -- names, dates.
     --Direction words, indicating agreement, disagreement, etc.
     --Numbered sequences of ideas set off by italics, bold face type, etc.
  5. If final paragraph appears to be a summary, read all of it.

IV. **Scan - Find Facts Quickly**

- **Definition**- Technique of looking very quickly over material to find answer to a specific question.

- **Uses**
  1. Doing research.
  2. Using reference works.
  3. Looking for specific information to answer question.

- **Method**
  1. Let your eyes run rapidly looking for specific fact or idea.
  2. Keep in mind exactly what you are looking for… clue word or words.