

## How To

# READ TO LEARN

To do well in your classes, you must be able to understand and remember the information you read.



To comprehend and retain more of what you read, follow these three steps:

- 1) SURVEY    2) READ    3) REVIEW

## SURVEY

Before you begin reading an assignment, take a few minutes to survey the entire assignment.

Surveying gives you a quick overview of what you'll be reading. To survey an assignment, do the following:

- ▶ Read the title, section headings, and everything in **bold** and *italic* print.
- ▶ Look at the pictures, graphs, and charts.
- ▶ Read the introduction, summary, and review questions.

## READ

To improve your comprehension, use all the learning tools that authors provide, and read with a purpose.

**Learning Tools** – Textbook authors use the following learning tools to make it easier for you to understand the material they're presenting: headings, subtitles, **bold** and *italic* print, pictures and graphs, chapter summaries, vocabulary lists, review questions.

**Read with a Purpose** – To help you stay focused, turn each section heading into a question. Keep your question in mind as you read – when you're finished reading, see if you can answer your question.

# REVIEW

After you've finished reading an assignment, take a few minutes to review. It will make a huge difference in what you're able to remember later.

- ▶ To review, go through the same process you did when you surveyed the text (read the introduction, summary, headings, and the words in **bold** and *italic* print), but this time, think about what you have learned.
- ▶ If there are chapter review questions, make sure you can answer all of them.
- ▶ If you really want to lock the information into your brain, review everything again a day or two later. When you sit down to study for the test, you'll be amazed at how well you know the material.

## READING TIPS

- ▶ Determine when and where is the best time and place for you to concentrate on your reading.
- ▶ Read introductions and summaries carefully. They contain the most important information.
- ▶ If you're reading material that's particularly difficult or important, read it aloud, or take notes as you read.
- ▶ Practice reading at different speeds. For example, a science textbook should be read at a much slower speed than a novel.
- ▶ When you're reading a textbook, don't just read the words. Concentrate, and focus on learning the material.
- ▶ We often read too quickly when scrolling text online. Make an effort to read slowly, and pause frequently to check your comprehension.
- ▶ Most importantly, take the time to 1) **SURVEY**, 2) **READ**, and 3) **REVIEW** each assignment.