

## Reading Tips

- ▶ Have a quiet place to read, good lighting, and a sturdy, comfortable chair.
- ▶ Determine where and when is the best time and place for you to concentrate on your reading.
- ▶ When you are reading a textbook, don't just read the words. Concentrate, and focus on learning the material.
- ▶ Practice reading at different speeds. For example, in most cases, a science textbook should be read at a much slower speed than a novel.
- ▶ Read introductions and summaries carefully. They contain the most important information.
- ▶ If you are reading material that is particularly difficult or important, read it out loud—or take notes as you read.
- ▶ Most importantly, take the time to 1) **SURVEY**, 2) **READ**, and 3) **REVIEW** each assignment.

*“Reading is to the mind what exercise is to the body.”*

*Joseph Addison*



**WOODBURN PRESS**

**Study Skills InfoGuide**  
Reading a Textbook – Item 646  
[www.woodburnpress.com](http://www.woodburnpress.com)  
Copyrighted Material  
2016 Edition

## REVIEW

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

- ▶ To review, go through the same process you did when you surveyed the text (read the headings, the words in bold and italic print, etc.), but this time, think about what you've learned.

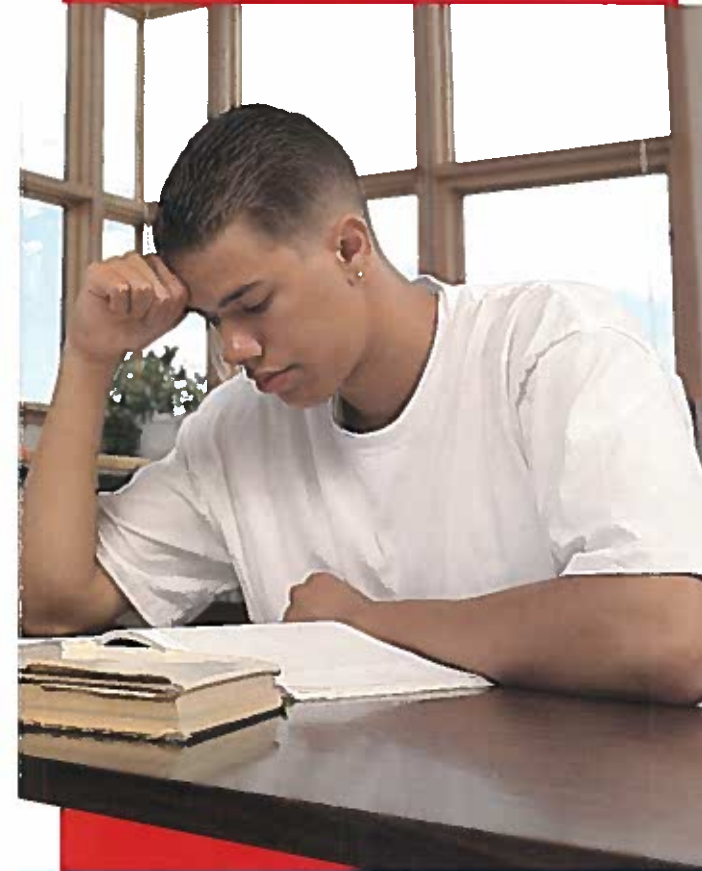
*As you read each section heading, think about the purpose or main point of that section.*

*As you look at the words in bold and italic print, think about what they mean and why they are important.*

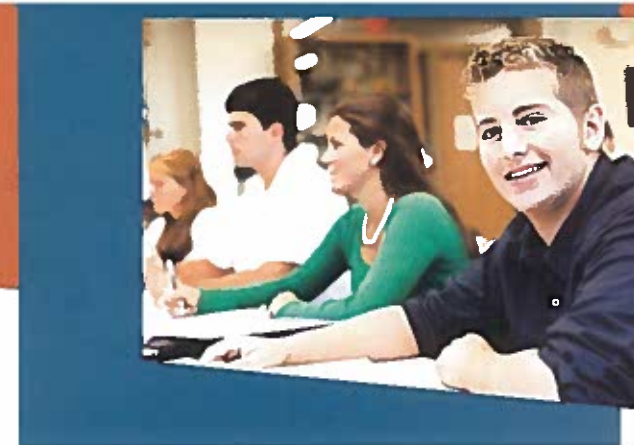
- ▶ If there are chapter review questions, make sure that you can answer all of them.
- ▶ If you really want to lock the information into your brain, review everything again a day or two later. When you sit down to study for the test, you'll be amazed at how well you already know the material.

*Review is the key to learning anything!*

# Reading a Textbook



**Study Skills InfoGuide**



# Reading a Textbook

- ▶ Does your mind ever wander when you read a textbook?
- ▶ Do you sometimes miss information that's important?
- ▶ Do you often forget what you just read?

If you answered yes to any of the above, you may want to work on improving your reading skills.

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

To help you comprehend and retain more of what you read, go through the following three steps:

- 1) SURVEY    2) READ    3) REVIEW

*It may take some practice to get the SURVEY, READ, REVIEW process down, but you'll soon realize that this process doesn't mean more work—it just means better grades!*

## SURVEY

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

### A quick overview

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.

### The Poison Dart Frog



#### A deadly creature

Found in the rainforests of Central and South America, poison dart frogs are small, but they can be very deadly. Measuring only about an inch long, *their skin can secrete some of the most toxic chemicals known to man.* For example, the tiny Golden Poison Dart Frog has enough poison in its skin to kill 10 men.

These **amphibians** are called "dart frogs" because, for centuries, South American Indians have used their toxic secretions to poison the tips of their blow darts and arrows. A strike from a poisoned dart tip will quickly kill the birds and monkeys the Indians hunt.

To survey the above, look at the picture, read the title, the section heading, and the highlighted text.

## READ

To improve your reading comprehension, use all of the "learning tools" the author provides—and read with a purpose.

### Learning tools

Textbook authors use these learning tools to make it easier for students to understand and learn the material they're presenting.

- Headings and Subtitles – introduce main ideas
- Bold and Italic Print – highlight key terms
- Pictures / Graphs – help you visualize information
- Vocabulary Lists – introduce new terms
- Chapter Summaries – give you an overview
- Review Questions – test your comprehension

### Read with a purpose

When your reading has a purpose, you have a reason to stay focused, and your comprehension improves. To give your reading purpose, turn each heading into a question. Then keep your question in mind as you read the section. When you're finished reading, see if you can answer your question.

#### The Poison Dart Frog

We've turned the heading, "A deadly creature," into a question.

After reading **The Poison Dart Frog** text, you should be able to answer this question.

What makes this creature deadly?