In order to read a textbook chapter effectively, you need to be organized and follow through with reinforcement. Following the steps in this method will reward you with far better results than if you just plunged in, read what you needed to and went on to your next assignment. This strategy, or any that you use regularly, helps you not only improve your concentration and reading speed but also learn and retain what you need to know from textbooks and articles. It consists of 6 steps:

**PREVIEW** Look at the title, subtitles, charts, graphs, pictures, questions and any italicized or bolded words to get a general idea of the subject matter and organization of the material to be covered. If the material contains a separate introduction or summary, read it.

**PREREAD** Read the first paragraph, the first sentence of each paragraph and all of the concluding paragraph.

**READ** Read straight through without stopping. Try to identify the main idea and find answers to the questions. Do not stop to take notes or mark text.

**WRITE** Begin taking notes on the reading. Write down any main ideas or important terms that you recall.

**READ** Read again carefully. Underline or highlight key ideas. Write questions or comments in the margins. Use a system of symbols to identify important information -- definitions, explanations of processes, sequences of events, etc.

**REVIEW** Depending on the material you can review in several ways. You could write a summary, make a map, construct an outline, gloss the text or make other annotations, highlight key points. The idea is to do some activity to reinforce learning.

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