

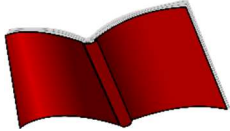




# How to read effectively

We all have those moments. We've reached the bottom of the page and have no recollection of anything our eyes have just glossed over. We know we read words, but what did those words mean?

If you are taking 12 credit hours, you will easily have 800 – 3200 pages of reading in a semester. This number varies depending on the discipline and the levels of the courses you are taking. Regardless of the final page count, learning how to read effectively is crucial for academic success.

Before you Read					
<b>Identify your purpose</b>	<p>What are you hoping/needing to gain from the material? Your purpose will determine how you read your text.</p> <table border="0" style="width: 100%;"> <tr> <td style="background-color: #e6f2ff; padding: 5px;"> <b>Reading for understanding</b> <ul style="list-style-type: none"> <li>▪ Achieve broad understanding of concepts and ideas</li> <li>▪ Be able to explain concepts and ideas in your own words</li> </ul> </td> <td style="background-color: #ffe6e6; padding: 5px;"> <b>Reading to evaluate</b> <ul style="list-style-type: none"> <li>▪ Examine cause and effect</li> <li>▪ Evaluate ideas</li> <li>▪ Ask questions</li> <li>▪ Test the writer's argument</li> <li>▪ Gain a deep understanding</li> </ul> </td> </tr> <tr> <td style="background-color: #fff9c4; padding: 5px;"> <b>Reading for application</b> <ul style="list-style-type: none"> <li>▪ Look for information to help achieve a goal</li> </ul> </td> <td style="background-color: #e6ffe6; padding: 5px;"> <b>Reading for pleasure</b> <ul style="list-style-type: none"> <li>▪ Be entertained</li> <li>▪ Relaxation</li> </ul> </td> </tr> </table>	<b>Reading for understanding</b> <ul style="list-style-type: none"> <li>▪ Achieve broad understanding of concepts and ideas</li> <li>▪ Be able to explain concepts and ideas in your own words</li> </ul>	<b>Reading to evaluate</b> <ul style="list-style-type: none"> <li>▪ Examine cause and effect</li> <li>▪ Evaluate ideas</li> <li>▪ Ask questions</li> <li>▪ Test the writer's argument</li> <li>▪ Gain a deep understanding</li> </ul>	<b>Reading for application</b> <ul style="list-style-type: none"> <li>▪ Look for information to help achieve a goal</li> </ul>	<b>Reading for pleasure</b> <ul style="list-style-type: none"> <li>▪ Be entertained</li> <li>▪ Relaxation</li> </ul>
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<b>Consider your mindset</b>	<p>Be positive! Come to each reading with an attitude of expectancy. Even if a reading doesn't look inviting, give it the "benefit of the doubt." Suspend judgement until after you have completed the reading.</p>				
<b>Build expectations</b>  	<p>Preparing for reading may seem like an extra step, but it creates context which can ultimately deepen your understanding of a text.</p> <ul style="list-style-type: none"> <li>▪ <b>Preview:</b> Look over your reading. Note any subtitles, text boxes, bold-faced print, etc. Attempt to gain a broad understanding of the topic. If you are reading an entire book, note the table of contents, preface, glossary, or index.</li> <li>▪ <b>Connect:</b> Think about what you already know about the topic.</li> <li>▪ <b>Anticipate:</b> Based on what you have observed and already know, take a guess at what is coming. Form an expectation of the contents.</li> <li>▪ <b>Inquire:</b> Write down questions that you might have about the reading or that you anticipate the reading may answer.</li> </ul>				

<p><b>Eliminate distractions</b></p> 	<ul style="list-style-type: none"> <li>▪ <b>Write down things that are on your mind</b>, such as other projects, friends, chores, etc. This is your deal-with-it-later list.</li> <li>▪ <b>Close your email and social media websites</b> when you are studying. These can very easily divert attention from the task that needs to be done.</li> <li>▪ <b>Choose a quiet place</b> that has minimal distractions—such as the library.</li> </ul>
<p><b>Take breaks</b></p>	<p>Set goals for how much or how long you will read, then plan a break. Reading in spurts will keep you sharp so you can focus on the dense material rather than trying to digest everything at once.</p>
<p><b>While you read</b></p>	
 <p><b>The 3 Rs:</b> Read Recite Review</p>  	<p><b>Read</b></p> <ol style="list-style-type: none"> <li>1. Keep your preview of the text and your questions in the front of your mind. Write these in the margins of the text, indicating where they might be answered.</li> <li>2. Look for the main ideas in each paragraph.</li> <li>3. Mark locations you need to return to for reference or clarification.</li> <li>4. Annotate your text.       <ol style="list-style-type: none"> <li>a. Circle main ideas, underline supporting details.</li> <li>b. Write questions in the margins.</li> <li>c. Use the margins to make key notations, such as def. for definition, eg. for example, or a star for key concepts.</li> <li>d. Write summary notes at the bottom of the page or on a sticky note.</li> <li>e. Develop a colour-coding system if you use highlighters.</li> <li>f. Completely read a paragraph before you start marking it.</li> </ol> </li> <li>5. Write a summary of what you have just read.</li> </ol> <p><b>Recite</b></p> <p>Go back to the questions you wrote down when you were previewing the text. Answer them either out loud or silently. You can also teach them to someone else or write them down. Do this until you can answer each question confidently and in your own words.</p> <p><b>Review</b></p> <p>This is the key to learning. Review early and often in multiple, short sessions.</p> <ul style="list-style-type: none"> <li>▪ Reread notes and summarize them from memory.</li> <li>▪ Rewrite key concepts in your own words.</li> <li>▪ Recite important concepts to yourself or teach them to a friend.</li> <li>▪ Reread the preface or chapter summaries.</li> </ul>