



TEXTBOOK READING AND MARKING

HOW TO READ A TEXTBOOK

1. Plan sufficient time to read assigned material carefully, allowing for the possible need to reread, look up new terms, and reflect.
2. Preview the selection. Spend two or three minutes noting titles, introductory material, headings, and subheadings. Be alert to note italicized print, pictures and charts. Read the first and last paragraphs as well as the summary. Mentally connect major topics to determine their relationship.
3. Question before reading. Turn headings into questions and read to find the answers. Actively extract main points and important details.
4. Be sure to understand the material before marking. If the information is new or difficult, rereading a couple of paragraphs may be necessary. Going ahead a short distance may block understanding, pause to look them up. Exaggerated expression enhances comprehension. If unknown terms are blocking understanding, pause to look them up.
5. Continually interact with the material: question, associate known with unknowns, reflect, and review.

MARKING A TEXTBOOK

1. Mark information that will be needed later for test preparation. Be selective. Do not over mark or the purpose of shrinking a large amount of material to a manageable amount is defeated.
2. Underline a portion at a time. Generally, read a paragraph to the end before deciding what is important enough to mark.
3. Be sure to understand the material before marking it. It may be necessary to read an entire section before you are ready to mark the paragraphs in it.
4. Mark only what you know is important. Set off main points, definitions, examples, primary supporting details, and enumerations. In an introductory course, look for new vocabulary, important people and their contributions, as well as theories and principles.
5. Use a system for marking.
 - A. Underline main points and definitions.
 - B. In the margin, write EX beside helpful examples.
 - C. Write DET beside primary supporting details.
 - D. Number items in a series, within the text.
 - E. Write important key words or ideas in the margin.
 - F. Star anything that is obviously important.