

EFFECTIVE READING

PURPOSE

Before you start reading, spend 5-10 minutes determining why you are reading the material. You have to know why you are reading a book to study effectively. Are you supposed to be looking for general concepts or specific information? How does this tie into the instructor's intentions?

SURVEY

Look quickly through the entire item you are reading and find out how it is organized, e.g. topic and chapter headings, etc. This allows you to understand the author's purpose, and what material is relevant to what you are studying. This can be a valuable way to save time.

QUESTION

Determine what questions you need to have answered before you read the material: what problems or topics are of concern to you? You will learn better if you are actively searching for answers to particular problems, and you will be better able to ration your time while reading.

5 R'S

You're ready to read now. Recite what you learned. Outline it in writing. Answer your questions and think about what you've read. Review within 24 hours to cement the knowledge into your memory. Do not reread, review your notes. These are the 5 R's- Read, Recite, (w)Rite, Reflect, and Review.

