



When you know you've got a ton of assigned reading to complete, do you just plunge in and read the whole textbook chapter word-for-word? There's a better way to do things that will not only save you time and effort, but make you a more effective student as well.

### I REALLY DON'T HAVE TO READ EVERY WORD??

If you are strategic in your approach to reading textbooks and assigned materials you can focus on the most important information without wasting time. Just follow these steps:

#### SETTING

- Your study space needs to be comfortable, not not **too** comfortable, like your bed!
- Try to avoid distractions, or wear earplugs if you cannot control the noise level.
- If you are uncomfortable with silence, try playing soft instrumental music.

#### PREVIEW

- Note chapter headings, sub-headings, key terms, charts or graphs and exercises.
- Break the chapter into manageable sections - don't try to read the whole thing at once!
- Use memory tactics, such as outlining, to get the most out of your reading.

#### READ

- Read at a steady pace - it may help to read aloud so you both see and hear the words.
- Develop your ability to concentrate so you don't lose focus.
- Makes notes of anything you find confusing - you can ask the professor about them later.

#### MARK

- Mark up your textbooks by highlighting, underlining, or writing notes in your own words.
- Remember to only mark important or key information and don't "over-highlight".
- Use the information you've marked to add to your lecture notes and other study materials.

#### REVIEW

- Review your text & notes within 24 hours - it greatly improves your memory of the material.
- Use markings - this should help to identify vocabulary and give you material for flashcards.
- Use notes you made from reading the text in combination with your lecture notes to study.