SURVEY THE QUESTION | SCAN THE READING

- Title, headings, and subheadings
- Captions under pictures, charts, graphs or maps
- Review questions or teacher-made study guides

Introductory and concluding paragraphs

Summaries and abstracts

QUESTIONS WHILE YOU ARE SURVEYING | SEEK THE AUTHOR'S PURPOSE

- Turn the title, headings, and/or subheadings into questions
- Read questions at the end of the chapters or after each subheading
- Ask yourself: "What did my instructor say about this chapter or subject when it was assigned?" and "What do I already know about this subject?" If it is helpful to you, write out these questions for consideration.

READ THE MATERIAL

- Look for answers to the questions you first raised
- Answer questions at the beginning or end of chapters or study guides
- Reread captions under pictures, graphs, etc.
- Study graphic aids

- Note all the underlined, italicized, bold printed words or phrases
- Stop and reread parts which are not clear
- Read only a section at a time and recite after each section

RECITE (RECALL) AFTER YOU'VE READ A SECTION | SEE IT, SAY IT, LISTEN TO IT, WRITE IT!

- Orally ask yourself questions about what you have just read, or summarize, in your own words, what you read
- Take notes from the text but write the information in your own words
- Underline or highlight important points you've just read
- Reciting: The more senses you use the more likely you are to remember what you read
- Use multiple learning styles: Seeing, saying, hearing, writing! (Check out the Learning Styles Assessment also available in this series to identify your style.)

REVIEW: AN ONGOING PROCESS | PUT ALL THE INFORMATION TOGETHER TO MAKE SURE YOU UNDERSTAND IT

- Review frequently, the more time you see the material the easier it will be to recall.
- Write questions in the margins for those points you have highlighted or underlined.
- Write questions for the notes you have taken in the left hand margins of your notebook.
- Page through the text and/or your notebook to reacquaint yourself with the important points.
- Cover the right hand column of your text/note-book and orally ask yourself the questions in the left hand margins.
- Orally recite or write the answers from memory.
- Develop mnemonic devices to memorize materials.

- Make flash cards for those questions which give you difficulty.
- Alternate between your flash cards and notes and test yourself (orally or in writing) on the questions you formulated.
- From the Table of Contents, make a Study Sheet/ Spatial Map.
- Recite the information orally and in your own words as you put the Study Sheet/Map together.
- As you have consolidated all the information you need for this chapter, periodically review the Sheet/Map so that at test time you will not have to cram.

Major in you.

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