Strategies to Understanding & Remembering your Reading

General Tips

Read the assigned materials
Professors will not always cover the reading material in class. It is assumed that you have completed the reading assignments. The professor will expand on important ideas from the readings and provide new information which is not covered in the class reading.

Read Ahead
You have a large volume of material to read. Read before class so you can more easily follow the lecture. Even read ahead!

Read for Comprehension
Think about what you are reading and how it fits with the lecture material. Or even how it is inter-related to another course you are taking. You should read to understand, NOT MEMORIZE.

SQ3R Method

Survey—Gather information necessary to focus and formulate goals.
Look at the chapter title, headings and sub-headings, introductory paragraphs, captions, illustrations, and the bibliography to help you to identify the theme. Make an outline of the chapter, using headings. Always start by reading the chapter summary first, which will “prime your brain” by giving you a sense of the major themes of the chapter.

Question—Engage your mind and concentrate.
Turn headings, subheadings and/or titles into questions as to test your knowledge of the material. Write down any questions that arise.

Read—Seek answers.
Set your priorities accordingly. Use clues in the text, such as bold headings, and text in italic print to select important information. Make connections between the sections that you are reading. Create visual images if this helps you. Choose a method of recording key information that works best for you. (underlining or highlighting, making brief notes in the margin, developing diagrams, making up test questions, and listing key words.)

Recite—Transfer information from short-term memory to long-term.
Ask yourself questions about the material. Rephrase the material into your own words in written form (make notes)

Review—Gain an integrated view of the entire chapter.
Review your textbook notes within 24 hours. Discuss the material with a classmate or try teaching it to someone else. Aim for another major review of your textbook notes once a month until the final exam.

Adapted from University of Toronto and Walter Pauk's How to Study in College (Houghton Mifflin Co., Boston, 2001)
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**Goal:** Connect ideas on the page to what you already know.

<table>
<thead>
<tr>
<th>Before (Preview)</th>
<th>During (Read)</th>
<th>After (Recall)</th>
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<tbody>
<tr>
<td>Reading the table of contents, book cover, or introduction</td>
<td>Read the beginning of an assignment slowly and carefully.</td>
<td>Discuss the reading with others and ask questions.</td>
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<tr>
<td>Reading the preface, introduction, or forward</td>
<td>Use active reading techniques.</td>
<td>Pay attention to pictures or graphs.</td>
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<tr>
<td>Examine the layout of the book</td>
<td>Make connections as you read.</td>
<td>Get your questions answered by the instructor.</td>
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<tr>
<td>Review notes and any prior reading notes to activate your prior knowledge</td>
<td>Underline or highlight important information—look for bold and italicized words</td>
<td>Build a good vocabulary by using a dictionary to look up words you do not know. (check out Read Write and Gold a software that is free to all KSU students)</td>
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<td>Schedule a time to read when you have optimal concentration.</td>
<td>Summarize each paragraph in a word or phrase and write it in your notebook.</td>
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<td>Plan to read for 35 to 40 minutes at a time and then take a short break</td>
<td>Make a fact sheet or key term sheet.</td>
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<td></td>
<td>Make a list of specific questions that you need answered as you read.</td>
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For more test taking resources, visit [http://libguides.geauga.kent.edu/c.php?g=905479](http://libguides.geauga.kent.edu/c.php?g=905479).

**Questions?**

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