

READING FOR EFFICIENCY

To make yourself a more efficient reader, you need to use a varied rate of reading (depending on the material) and a marking system.

Reading Hints

- ◆ Preview by skimming the text for the general idea.
 - * Figure approximate length of reading time.
 - * Divide the reading into more than one sitting, if necessary.
 - * Skim the headings, illustrations, boldfaced words, summaries, and/or outlines.
- ◆ Read at the proper pace for the particular type of reading.
- ◆ Write down key ideas and questions.
- ◆ Study the areas that were confusing and/or difficult.
- ◆ Review headings and subheadings for main ideas.
- ◆ Relate the reading to the previous assignment in some way.

Reading at the Proper Pace

Rate	Reading Purpose
Slow to average	In-depth comprehension <ul style="list-style-type: none">* Reading to understand and recall material** i.e., textbooks
Average to fast	Recreation and general information <ul style="list-style-type: none">* Reading to grasp the general idea of a simple reading** i.e., newspapers, magazines, light nonfiction, etc.
Fast	Skimming <ul style="list-style-type: none">* Reading to review the main idea without reading the entire text** i.e., survey chapters, overview, re-reading
Rapid	Scanning <ul style="list-style-type: none">* Reading to locate a certain type of information** i.e., names, dates, places, etc.

Additional Hints

- ◆ Read actively.
- ◆ Search for the main ideas.
- ◆ Never read too slowly.
- ◆ Review the difficult material.
- ◆ Keep a dictionary handy.
- ◆ Use the glossary.

Marking a Text

To become an active reader, you need to learn how to absorb the text in order to grasp the important concepts. If you mark in a text (annotating), maintaining your focus on the reading will be easier. When annotating your text, read the paragraph through once, and then mark it the second time through as a review. Finally, review your notes before each class.

- ◆ Underline, highlight, bracket, or number the important ideas and/or main points of the text.
- ◆ Summarize and condense the main points in the margins in pencil.
- ◆ Use a system of symbols to note key concepts. You can make up your own or use the following examples:

* = Thesis
! = Important concept
? = Something I do not understand
Q = Question asked by author
A = Answered question, etc.
~ = Counterarguments