



## HOW TO READ A CHAPTER OR ARTICLE

### PREVIEWING

1. READ OVER THE TABLE OF CONTENTS
2. LOOK OVER SECTION HEADINGS AND MAKE A PRELIMINARY OUTLINE
3. READ FIRST AND LAST PARAGRAPHS OF CHAPTER/ARTICLE
4. STUDY PICTURES/CUT-OUTS
5. TAKE AN INVENTORY OF WHAT YOU KNOW

### READING/VOCABULARY TASKS

1. NOTE UNFAMILIAR WORDS AS YOU READ
2. GET WORD MEANINGS FROM CONTEXT
3. HAVE A DICTIONARY HANDY
4. WRITE DOWN UNFAMILIAR WORDS
5. USE AND REVIEW NEW WORDS

### READING-WITH QUESTIONS

1. POSE QUESTIONS AS YOU READ
2. READ TO ANSWER YOUR QUESTIONS
3. RECITE ANSWERS TO YOURSELF
4. RE-READ WHEN UNCERTAIN

### NOTETAKING

1. WRITE DOWN FACTS AND IDEAS INTO PRELIMINARY OUTLINE
2. UNDERLINE KEY WORDS, IF YOU OWN BOOK OR ARTICLE
3. MAKE DIAGRAMS

### REMEMBERING

1. FIND AN INTEREST
2. GRASP BASIC IDEAS
3. GET VIEW OF THE WHOLE CHAPTER/ARTICLE
4. USE MNEMONIC DEVICES
5. RECITE
6. SPOT KEY WORDS
7. DISTRIBUTE YOUR STUDY/READING TIME
8. LEARN FOR FUTURE (RECITE)