

## P-R-R: HOW TO READ YOUR TEXTBOOK MORE EFFICIENTLY

PREVIEW-READ-RECALL gets easier and faster with practice, ensures thorough learning and also saves later “relearning” when you review for exams.

Give it a try!

PREVIEW	READ ACTIVELY	RECALL
<p style="text-align: center;"><b>WHY?</b></p> <p>If you give your mind a general framework of main ideas and structure, you will better comprehend and retain the details you will read later.</p> <p><b>HOW?</b></p> <p>1. Look quickly (10 minutes) over the following key parts of your textbook to see what it’s all about and how it’s organized:</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Front &amp; Back cover</li> <li>• Biographical Data</li> <li>• Publication date</li> <li>• Table of Contents</li> <li>• Intro. or Preface</li> <li>• Index</li> <li>• Glossary</li> </ul> <p>2. Before you read each chapter, look over:</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Intro.</li> <li>• Sub-headings</li> <li>• 1st sentence of para.</li> <li>• Diagrams, charts</li> <li>• Conclusions</li> </ul> <p>3. Then answer the following questions:</p> <p>—<b>What is this mainly about?</b></p> <p>—<b>How is it organized?</b></p> <p>—<b>About how long will it take to read?</b></p>	<p style="text-align: center;"><b>WHY?</b></p> <p>Being an active reader will involve you in understanding the material, combat boredom, and will increase retention.</p> <p><b>HOW?</b></p> <p>1. Set realistic time goals and number of pages to be read.</p> <p>2. Divide the chapter into small (1/2 page? Column?) sections rather than try to read the whole chapter nonstop.</p> <p>3. Ask yourself a question before each paragraph or section, then seek its answer. This will give you a definite purpose for your reading.</p> <p>Try inverting the sub-heading or first sentence into a question form, using “who”, “what”, “when”, or “how” if necessary.</p> <p>4. Take breaks when you feel unable to stay with the material due to daydreaming, drowsiness, boredom, hunger, etc. After a short break, you can return to your reading with more energy and alertness.</p>	<p style="text-align: center;"><b>WHY?</b></p> <p>Research shows that 40-50% of the material we read is forgotten very shortly (about 15 minutes) after we read it. <b>Immediate recall</b> is an essential first step toward continued retention of the material.</p> <p><b>HOW?</b></p> <p>After reading each small section of material, choose one (or more) of the following methods:</p> <p>1. Recall mentally or recite orally the highlights of what you have read.</p> <p>2. Ask yourself questions (maybe the same ones you used before you read the section) and answer them in your own words.</p> <p>3. Underline and make marginal notes of the key words and phrases in the section. Underlining after you read is the best way to decide what’s the most important information to remember.</p> <p>4. Make separate notes or outlines of what you have read. This technique often works for more technical material which you need to put into your own words.</p> <p>5. Recall with a friend. What you don’t recall, they might.</p>