

USING YOUR TEXTBOOK

READING TEXT BEFORE LECTURE

Minimum-

At least read the introduction and chapter summary and skim the assigned chapter(s) before going to a lecture.

Ideal Method-

Read and understand the text before going to lectures.

Benefits-

1. Lecture notes are easier to take.
2. Easy to note differences between text and the instructor.
3. Lecture material will be more significant because you already have a basic understanding.
4. Lecture will be practice or rehearsal helping to move more material to long term memory.

DECIDING WHAT TO LEARN

Most text books are a resource for the class. They contain more information than you will need to know. Therefore, you must prioritize what you learn. You must decide what is essential to know, what is good to know and what would be nice to know. Then you must allocate your time and efforts accordingly.

Essential Information-

This depends on the instructor but usually includes the following:

1. Information on a study guide.
2. Material covered in lectures.
3. If the instructor relies heavily on the text, the major headings, subheading, concepts, and terms.

Good to Know-

Unless the instructor relies on the text, the text information is secondary to the lecture notes. This means you read the text for understanding and for expansion of lecture material but don't try to learn it until you have learned your lecture notes.

HOW TO READ A TEXT

Ideal Method-

1. Read the introduction if there is one.
2. Read the summary if there is one.
3. Skim over the chapter to see how it is organized and what concepts seem to be emphasized.
4. Create an outline from your study guide or from the chapter headings and subheadings.
5. Read to fill in your outline with written notes.

Traditional Method-

Read the text and do one or more of the following:

1. Write notes about important concepts and terms in the margin of the text.
2. Underline important concepts in the text with a pen or a highlighter.
3. Take notes on a separate sheet of paper.
4. Do a combination of any of the three above.

HOW TO LEARN TEXT MATERIAL

Flash Cards-

Put a major concept or term on the front and the description of definition on the back. Looking at the front describe out loud or in writing what is on the back. Try it from the back to the front sometimes too.

Notes in the Margins-

If you write notes in the margins of your textbook, cover the text material and describe or define the terms you have written in the margins.

Outline-

Write terms and concepts in the left margin, cover the notes on the right and try to define the terms or describe the concepts.

Underlining-

Locate key concepts or terms you have underlined and describe or define them without looking at rest of the material.

SQ3R Study Method-

- Survey
- Question
- Read
- Recite
- Review

GENERAL CONCEPTS

1. A brief pre-reading outline of headings, subheading and boldface or italicized words will focus your reading.
2. Usually trying to read quickly will improve your concentration.
3. Stopping to ask yourself questions about what you have read will help understanding and increase retention.