

Do you find textbook reading to be difficult, boring or impossible?

Have you ever finished reading a textbook assignment and then realized that you couldn't remember what you had just read?

Try the Three Stages of Textbook Reading

Stage 1: Preread the assignment

Steps	Benefits
<ol style="list-style-type: none">1. Read chapter title.2. Read introduction.3. Read bold-faced headings.4. Survey the graphic aids.5. Read summary.6. Read end-of-chapter or study-guide questions.	<ul style="list-style-type: none">◆ Allows for sneak preview of the assigned reading◆ Provides basic background which improves memory◆ Increases comprehension during Stage 2◆ Increases reading rate during Stage 2

Stage 2: Careful reading with note-taking

Steps	Benefits
<ol style="list-style-type: none">1. Actively read from one bold-faced heading to the next.2. STOP!3. Ask yourself the following: What do I need to know about (topic of heading)?4. Take notes only on the answer to that question.<ul style="list-style-type: none">◆ In-book notes◆ Out-of-book notes5. Repeat steps 1-4 until entire assignment has been completed.	<ul style="list-style-type: none">◆ Self-monitor comprehension◆ Learn as you actively read◆ Note only key information

Stage 3: Review, review, review

Steps	Benefits
<ol style="list-style-type: none"> 1. Immediately after reading material. 2. Before lecturer begins. 3. Before starting next reading assignment. 4. Weekly until last exam over that material. 	<ul style="list-style-type: none"> ◆ Focused review ◆ Regular distribution of learning ◆ Greater mastery of material ◆ Transfers material into long-term memory ◆ No more cramming sessions

The three-stages system to textbook reading is only one of many systems. The steps listed are generic and should be modified according to the following:

- ◆ Book characteristics
- ◆ Purpose of reading
- ◆ Reader's background and learning style

To learn more about textbook reading or taking either in-book or out-of-book notes, stop by the **Academic Achievement Center**. **AAC 100 Study Skills** and **AAC 101 Study Skills Mini-Course** include information on effective techniques for textbook reading.



ACADEMIC ACHIEVEMENT CENTER

OCB 304

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Hours:

Fall & Spring:	Mon.-Thurs.	8:00 a.m.-8:00 p.m.
	Fri.	8:00 a.m.-2:00 p.m.
	Sat.	9:00 a.m.-1:00 p.m.
Summer:	Mon.-Thurs.	8:00 a.m.-8:00 p.m.