PLAN YOUR READING & NOTE-TAKING FROM TEXTBOOKS

Determine What

- Gather data about what you're going to read and why you're going to read it.
- Difficulty level of the material
- Your background in the subject matter
- Your attitude in the subject matter

Determine How

- Preparatory reading
- Informing yourself by talking with others
- Time required to study the assignment
- Time allotted for the current study period

Determine Why

- Use the data to plan a strategy for how you're going to read
- The purpose of the instructor in making the assignment
- The author's purpose in writing the material
- Your own purpose in studying the material

Taking Notes from Reading

- 1. Divide selection into manageable parts, such as chapter subsections
- 2. Identify <u>all</u> main ideas and write down in your own words. Leave space for supporting details.
- 3. Write down relevant supporting details, concise and in own words
 - Examples are important easy to remember and demonstrate concepts
 - Write your own comments that might help you remember
- 4. Preserve tone, logic, order and emphasis of original material.
- 5. Make heading or title if one is not there
 - Helps locate material in notes
 - Title is the subject matter so helps in comprehension

Writing a Summary

Steps:

- 1. Identify main ideas and supporting details
- 2. After following the note-taking steps, rewrite in own words using complete sentences and paragraphs
- 3. Much shorter than original

Benefits:

- 1. Writing summary helps you think and remember
- 2. Avoid unconscious plagiarism when writing research
- 3. Makes you a good essay exam writer

Adapted from: McCune, S., Wright, N., Elder, J., Gonnet, K. (1994). *How to Prepare for the Texas Academic Skills* Program. Barron Educational Series, Inc., NY.

Rev. 07/2008