
Student Success \ Speed-reading

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4-Step Reading Strategy for Textbooks

STEP 1: QUICKLY SCAN THE CHAPTER TO LOCATE

- Unfamiliar words (look them up in a dictionary).
- Bold or italic words.
- This will save you lots of time when you start reading the chapter.

STEP 2: IDENTIFY MAIN CONCEPTS TO BUILD A SOLID FOUNDATION

- Read: introduction and summary sections: these summarize important key concepts.

STEP 3: QUICKLY SURVEY CHAPTER BEFORE READING

- Title, headings, subheadings, sections.
- Diagrams, graphs, tables, etc.
- Questions at end of chapter (helps give you focus and goals as you read).

STEP 4: BEGIN READING THE CHAPTER ...

Just in case: if textbook doesn't have introduction, summary, etc., you can still capture the key concepts:

- Scan headings for general gist of ideas in chapter.
- Scan paragraphs under each heading to capture main points, before reading through the chapter.

RESEARCH ARTICLES

- These often have a good abstract, introduction and summary, however you should still read through the article for complete understanding of topic.