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

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Taking Notes from Reading

1. Divide selection into manageable parts, such as chapter subsections
2. Identify all 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.

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