



The tools below will help you to better understand and remember the important information in your reading.

<b>Determine when to Read</b>	<ul style="list-style-type: none"> <li>• Read before class if it helps you to understand the lecture</li> <li>• Read after class if the lecture helps you to better understand what you read</li> <li>• Always preview the chapter (see section below) before class</li> </ul>
<b>Remove Distractions</b>	<ul style="list-style-type: none"> <li>• Find study places where you concentrate best while reading</li> <li>• Avoid reading at times when it is easy to fall asleep</li> <li>• TURN off electronic devices for as long as you can - try to increase the time</li> </ul>
<b>Preview the Book</b>	<ul style="list-style-type: none"> <li>• Look at the table of contents to see how the information is organized</li> <li>• Scan the preface for author's notes on how the book is organized and what study tools/resources are incorporated into the reading</li> <li>• Identify where the resources are located: glossary of terms, topic index, homework solutions, extra homework problems</li> </ul>
<b>Use Electronic Study Tools</b>	<ul style="list-style-type: none"> <li>• Is there an electronic study tool with the textbook, IE. Biology Launchpad; Mastering A+P; Chemistry Connect/ALEK; My Econ Lab</li> <li>• Do you have to buy these tools separately or do they come with the book</li> <li>• Make sure you have the access code or CD if you bought a used book</li> <li>• Use all interactive study options not just the homework tab in a program</li> </ul>
<b>Preview the Chapter</b>	<ul style="list-style-type: none"> <li>• Read the chapter title, bold face print, boxed in formulas, practice problems, and visual aids first to create a framework for understanding information</li> <li>• Read the summary to understand how the topics relate</li> <li>• Relate chapter to lecture title or notes</li> </ul>
<b>Read with Purpose</b>	<ul style="list-style-type: none"> <li>• Use learning objectives, chapter questions, or summary points to determine where the important information is in the chapter</li> <li>• Turn bold face headings into questions and read to find the answers</li> <li>• Identify stopping points in the chapter for taking breaks</li> <li>• Pause after each section and make connections to the previous section.</li> <li>• Try to relate learning to the next section prior to reading it</li> <li>• Get up and move after each section before returning to reading</li> </ul>
<b>Mark Up Your Book!</b>	<ul style="list-style-type: none"> <li>• Highlight/underline answers to questions</li> <li>• Use the margins to jot down your thoughts or write a quick summary</li> <li>• Use eye catching symbols to draw attention to important information</li> <li>• Use circles/boxes for key words and numbers for a sequence of points</li> <li>• Use post it notes if you don't want to write in the book</li> </ul>
<b>Reflect on Learning to Remember</b>	<ul style="list-style-type: none"> <li>• Create summary statements after each main section and at end of chapter</li> <li>• Make maps, charts, or outlines of information that show relationships</li> <li>• Find a white board and practice writing/teaching the material</li> <li>• Discuss material in study sessions with classmates</li> </ul>