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

| Determine when to Read | • Read before class if it helps you to understand the lecture  
|                        | • Read after class if the lecture helps you to better understand what you read  
|                        | • Always preview the chapter (see section below) before class |
| Remove Distractions    | • Find study places where you concentrate best while reading  
|                        | • Avoid reading at times when it is easy to fall asleep  
|                        | • TURN off electronic devices for as long as you can - try to increase the time |
| Preview the Book       | • Look at the table of contents to see how the information is organized  
|                        | • Scan the preface for author’s notes on how the book is organized and what study tools/resources are incorporated into the reading  
|                        | • Identify where the resources are located: glossary of terms, topic index, homework solutions, extra homework problems |
| Use Electronic Study Tools | • Is there an electronic study tool with the textbook, IE. Biology Launchpad; Mastering A+P; Chemistry Connect/ALEK; My Econ Lab  
|                        | • Do you have to buy these tools separately or do they come with the book  
|                        | • Make sure you have the access code or CD if you bought a used book  
|                        | • Use all interactive study options not just the homework tab in a program |
| Preview the Chapter    | • Read the chapter title, bold face print, boxed in formulas, practice problems, and visual aids first to create a framework for understanding information  
|                        | • Read the summary to understand how the topics relate  
|                        | • Relate chapter to lecture title or notes |
| Read with Purpose      | • Use learning objectives, chapter questions, or summary points to determine where the important information is in the chapter  
|                        | • Turn bold face headings into questions and read to find the answers  
|                        | • Identify stopping points in the chapter for taking breaks  
|                        | • Pause after each section and make connections to the previous section.  
|                        | • Try to relate learning to the next section prior to reading it  
|                        | • Get up and move after each section before returning to reading |
| Mark Up Your Book!     | • Highlight/underline answers to questions  
|                        | • Use the margins to jot down your thoughts or write a quick summary  
|                        | • Use eye catching symbols to draw attention to important information  
|                        | • Use circles/boxes for key words and numbers for a sequence of points  
|                        | • Use post it notes if you don’t want to write in the book |
| Reflect on Learning to Remember | • Create summary statements after each main section and at end of chapter  
|                        | • Make maps, charts, or outlines of information that show relationships  
|                        | • Find a white board and practice writing/teaching the material  
|                        | • Discuss material in study sessions with classmates |