



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

Determine when to Read	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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!	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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