

Here are a few strategies to use while reading academic material, like textbooks, to make the most of your time.

Survey – get familiar with the overall contents of the chapter

Review the chapter/learning objectives to understand what you will learn

Skim the introduction, sub-headings, conclusion, summary to understand the structure of what you will read

Familiarize yourself with any images, tables, charts, and margin guides/tips

Question – use questions to ready yourself to search for related information

Does the chapter have review questions or a study guide at the end?

Did your professor provide questions?

Do you have questions from surveying the chapter?

Read – Find the answers to the questions and attempt to meet the chapter objectives

Recite – sometimes it helps to focus if you read aloud, or use assistive technology to read the text to you

Record – Key points, ideas, concepts, terminology

Choose a strategy or method for recording the important information to avoid needing to re-read the chapter in the future

Record your voice as you summarize the information and transcribe into bulleted notes

Use the Cornell Method of Note-Taking – note page includes a meaningful title, questions in the left margin, bulleted answers beside corresponding questions, and a brief summary in your own words at the bottom.

Use Highlighting – use different colours to represent different information, keep the system simple, and do not overuse it.

Use Sticky Notes instead of highlighting and they are available in different sizes and colours to meet your note-taking needs

Review – regularly review of your notes beginning with your own summary. Try covering the answers and then answering the questions from memory

Reflect – think about how the information you are reading fits together with other parts of your course, program, and even career.