

# TOP TIPS FOR **ACADEMIC READING**

Understand Its  
Importance

Use Available Tools

Manage Your Time

Read Actively

Know Your Purpose

Be Strategic

Create a Good  
Environment

Review Your Notes

Preview the Reading

Develop Your Skills

# TOP TIPS FOR ACADEMIC READING



## UNDERSTAND ITS IMPORTANCE

Academic reading will help you prepare for and participate more in your courses. Your goal, whether reading a digital or paper source, is to efficiently find information and organize it for later use.

## MANAGE YOUR TIME

Most of your courses will require some type of academic reading, so there can be a lot of it. Plan time to do your readings into your schedule. Make sure to set realistic goals for what you can achieve during a reading session.

## KNOW YOUR PURPOSE

Modify your approach to suit your purpose. It takes less time and effort to get a general sense of a topic before class or to search for information when doing homework than it does to conduct research, critically analyze an idea, or prepare for a test.

## CREATE A GOOD ENVIRONMENT

Manage distractions, interruptions, and noise levels; have the tools you need available and ensure good lighting. Do not do academic reading on a cell phone or in bed. Consider what else you might need to help with concentration.

## PREVIEW THE READING

In a textbook, read the learning objectives and for a scholarly article, read the abstract for an overview of the contents. Look at the headings, topic sentences, and tables or images.

## USE AVAILABLE TOOLS

Seek out and use margin tips, key word lists/glossaries, summary/review questions, and for digital resources, a search feature.

## READ ACTIVELY

Use questions from the textbook, your professor, or yourself, then search for the answers while you read. Make notes or annotations as you read, and check the meanings of important words. Make connections with the information you read.

## BE STRATEGIC

Depending on the purpose of your reading, scan for key words or phrases; skim introductions, topic sentences, and conclusions. It's alright to jump back and forth to find the information you need.

## REVIEW YOUR NOTES

Review your notes periodically to help transfer the information into your long-term memory, make connections with the material, and avoid the need to re-read the chapter. The best time to review newly learned information is just as it begins to fade from your memory.

## DEVELOP YOUR SKILLS

Over time, with practice, patience, and commitment, your skills will improve. You will develop an appreciation for academic reading and a better understanding of your discipline.

## CONTACT US

### Website:

[www.durhamcollege.ca/sals](http://www.durhamcollege.ca/sals)

### Email:

[sals@durhamcollege.ca](mailto:sals@durhamcollege.ca)

### Phone:

905-721-2000 ext. 2491

Follow us @dc\_sals on Instagram and Twitter.