





How to take charge of your readings and textbooks?



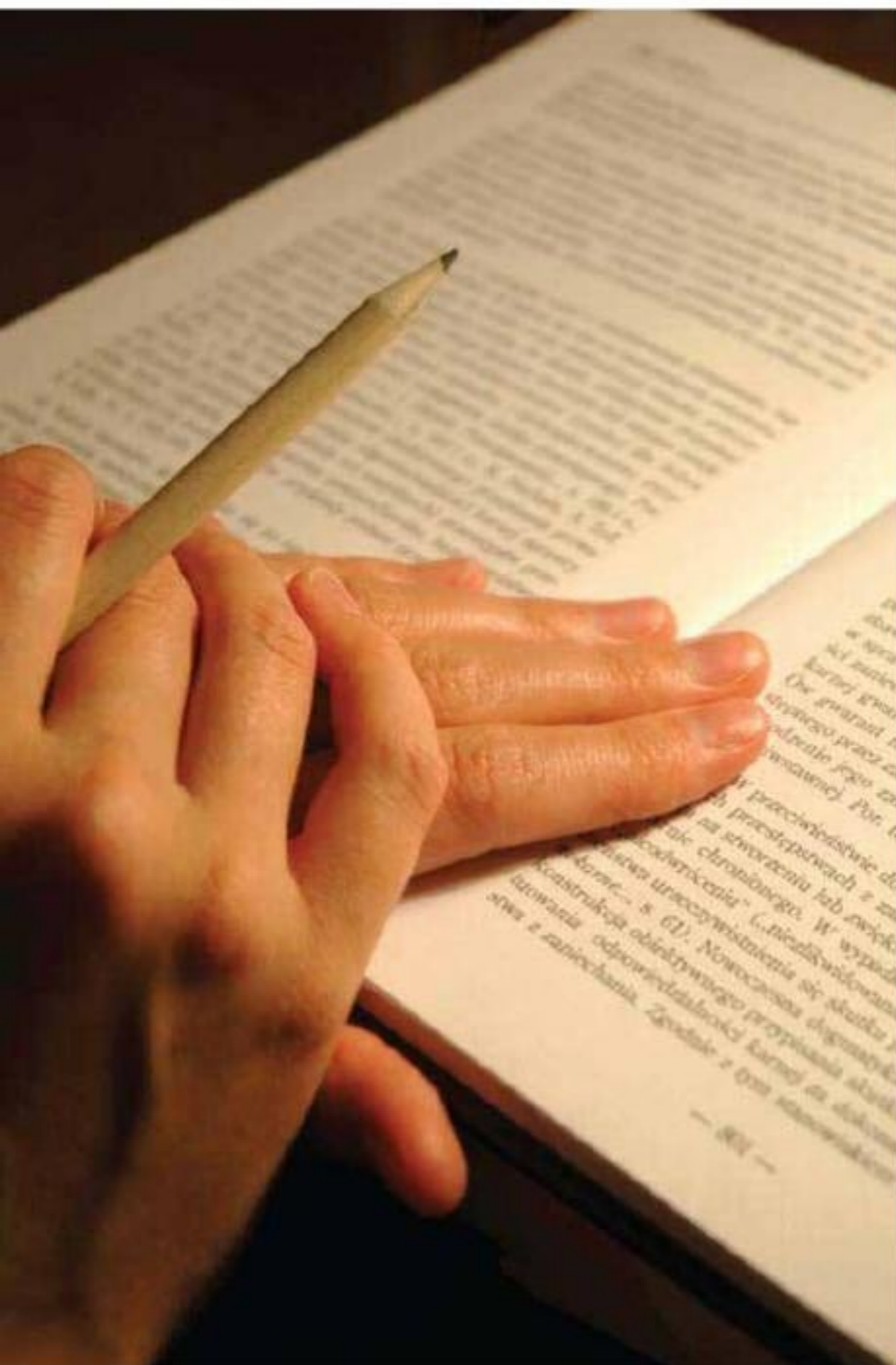
Test Yourself

YES or NO ?

-  I find it hard to have an overall picture about what I read.
-  I find it hard to identify the key concepts in texts.
-  As I read, my mind wanders.
-  I had a feeling that I did not learn much even after extensive readings.

4 Steps to Improve Your Reading Efficiency

Surveying
Questioning
Reading
Reviewing



1. Surveying

Surveying is to have a broad overview of the academic materials so as to obtain a general understanding towards the topic concerned.

Pay special attention to:

- title, headings, and subheadings
- topic sentences of the paragraphs
- graphs, figures, and pictures
- outline, introduction, concluding remarks, and summary



Checkpoint 1



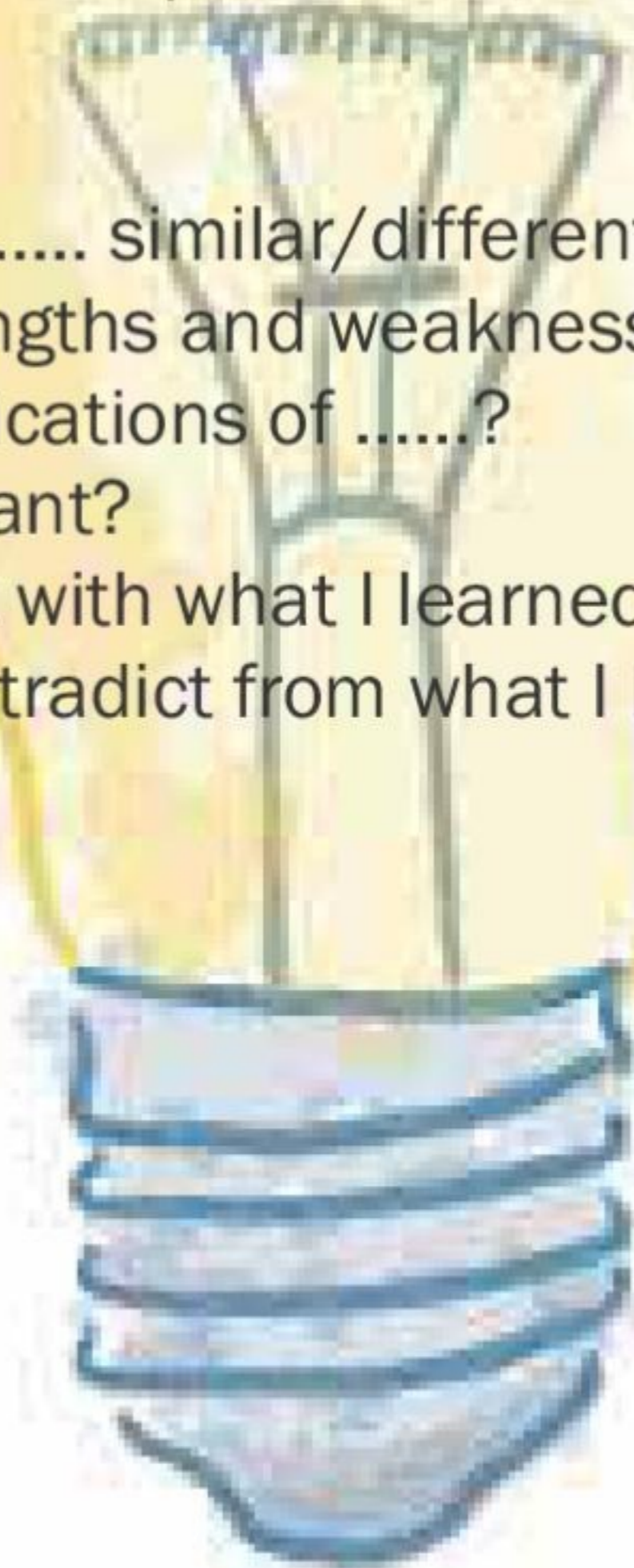
**Select a chapter
from your textbook
and survey.
Write down the key
concepts of the
chapter.**

2. Questioning

After surveying, you should have a general idea about what the academic material is about. Then prepare for some serious readings by generating a list of questions. These questions are useful for identifying key points in your readings.

Here is a list of generic question stems that can help you get started with:

- How are and similar/different?
- What are the strengths and weaknesses of?
- What are the implications of?
- Why is important?
- How does link with what I learned before?
- How does contradict from what I learned before?



Checkpoint 2

Generate some questions that can assist you read through the chapter.



3. Reading

Active Reading

As you read actively, try to:

- Immerse yourself in what the author tries to convey
- Identify the main ideas and locate supporting arguments
- Construct the meaning by linking it to your previous knowledge or experience

Analytic Reading

Analytic reading involves pondering on what you read at a deeper level. On top of the questions you listed, you can also ask yourself:

- Do I agree with what the author said?
- Is there any flaw with the writer's logic?
- How am I going to apply this to what I am learning?

4. Reviewing

After you read the academic materials, it is important for you to consolidate what you learn. Reviewing helps you to remember the main points easier as they stand out clearly. You may also test yourself on your own comprehension.

Consolidate what you learn by:

- Taking Good Notes
- Using Diagrams



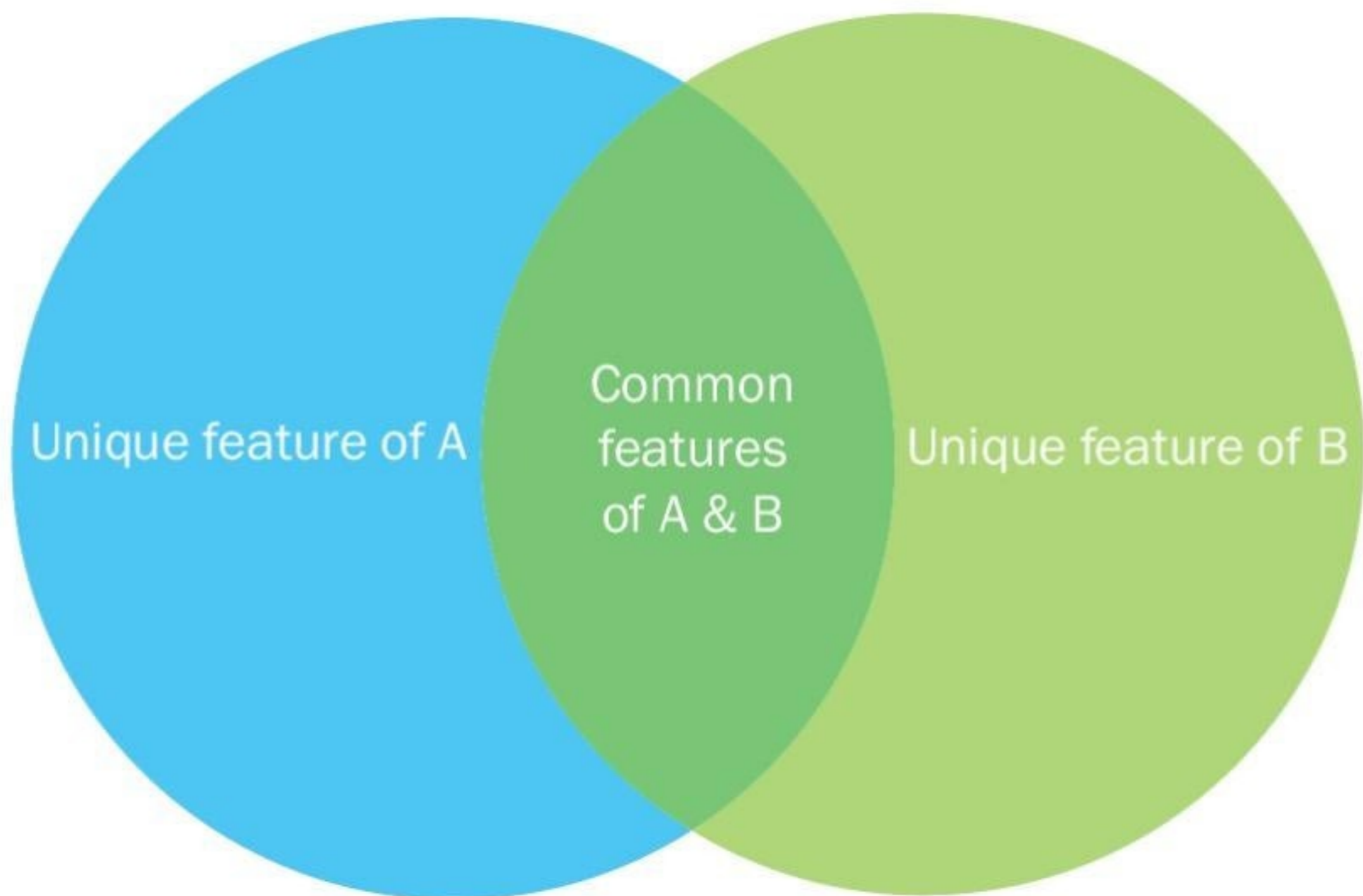
Using Diagrams to Facilitate Reviewing

(i) Organizing Academic Materials using Concept Maps

Example:

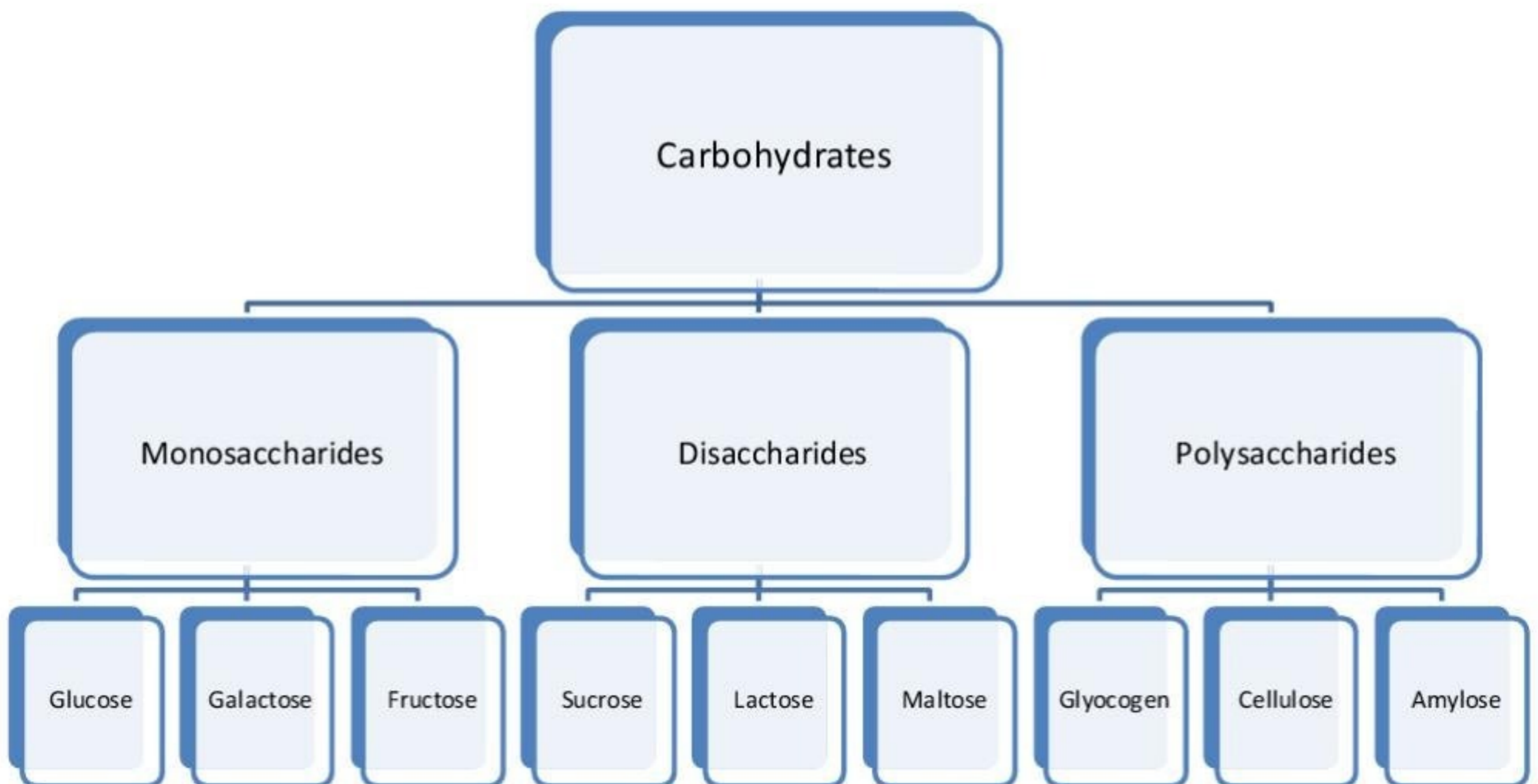


(ii) Comparing Similarities and Differences using Venn Diagrams



(iii) Organizing Academic Materials with Hierarchical Structure using Tree Diagrams

Example:



Checkpoint 3



Use one of the diagrams above to help you review a chapter of the textbook.

Recap



4 Steps to Improve Your Reading Efficiency

- Surveying
- Questioning
- Reading
- Reviewing



Using Generic Question Stems to Facilitate Reading

- How are and similar/different?
- What are the strengths and weaknesses of?
- What are the implications of?
- Why is important?
- How does link with what I learned before?
- How does contradict from what I learned before?



Using Diagrams to Facilitate Reviewing

- Organizing academic materials using concept maps
- Comparing similarities and differences using Venn diagrams
- Organizing academic materials with hierarchical structure using tree diagrams