Reading Your Textbook

The Reading Process:
- **Scan**: Look at highlighted words, pictures, graphs, and non-verbal things
- **Question**: Raise questions in your mind so that you will actively seek answers
- **Read**: Actively read to answer questions- master the text, not vice-versa
- **Recite**: Explain what you have read back to yourself in your own words
- **Review**: Jot down notes and questions for next class period on the back of your correlating class notes. Underline key concepts. Make notes in the margins. Do not overuse a highlighter.

Handling a Text:
- Mark your mind as well as your textbook.
  - Interact with a text using notebook paper and pen
- Take notes, so that you have a place of reference when studying and interacting with classmates
- A good textbook will have markings that will help
  - Italicized words are new terms and definitions
  - Lists are set off with numbers
  - Titles and subheadings will help you compose your notes
  - A review of the index can reveal what a course is about
  - A glossary is for looking up words. Write definitions at the bottom of the front of your class notes

Environment:
- Have good lighting, but don't overdo it.
- Sit in a firm chair that is not too comfortable.
- Turn the music off.
  - Focused attention is best achieved when distractions are weeded out