



# MAKING TEXTBOOKS WORK FOR YOU

Academic Success Center



# “Getting Started” Textbook Tips

- *Read the Introduction and/or Preface: This tells you what the writer says, how they say it, and their purpose for saying it → insight about the author and his/her plan and set up for the book*
- *Look for any Supplemental Material: Is there a website for your textbook? Were you provide with an online access code? Check it out to see if it'll be useful to you.*
- *Preview Your Entire Textbook: As a result, future assignments will be easier and less time consuming*
  - *Table of Contents*
  - *Appendixes*
  - *Glossaries*
  - *Bibliographies*
  - *Indexes*
- *Preview Chapter Assignments: Previewing the chapter is the best way to “get a feel” for what the chapter is about.*

# BFAR: Study Reading Method

- Browse: find out what has to be done to accomplish your purpose
  - *Note main headings*
  - *Look at pictures*
  - *Skim summaries and questions provided*
  - *Decide how much time is needed and chunk assignment out*
- Focus: zip through for main ideas without stopping or taking notes
  - *Read through once without stopping*
  - *Get a general idea of main points and reasoning*
- Absorb: go back and mark key ideas
  - *Clear up any confusion*
  - *Find main ideas/highlight key words*
  - *Find supporting ideas*
  - *Mark just enough to trigger your memory*
- Reinforce: put what you just read in your own words, either by writing and by explaining it to someone else
  - *Skim back over fuzzy material*
  - *Marking and writing in the text gets rid of the need for a separate notebook*
  - *Outline in the margin*

# SQ3R Method

- Survey: Focus your attention on what you are going to read before you try to read closely (same as browsing)
  - *Serves as an advance organizer*
  - *Controls your attention*
  - *Know what the material will be about*
- Steps to survey:
- Read chapter title → what does it mean?
- Read headings and subheadings → organization of material; trigger prior knowledge
- Read chapter summary if provided → understanding what is important to remember
- Look at pictures, charts, graphs and read captions → getting a better frame of reference
- Question: ask yourself questions about what you are going to read
  - *Help aid reading because they focus our attention on subject matter*
  - *Provide a purpose*
  - *If struggling with formulating questions, turn headings into questions that could guide your reading*
  - *What does the title of the chapter mean?*
  - *What do I already know about the subject?*
  - *What did my professor say about this chapter?*
- Read:
  - *Read to answer the questions you raised and any pre-provided questions*
  - *Read all added attractions*
  - *Read extra carefully all the underlined, italicized, or bold printed words or phrases*

# SQ3R Method

## ■ Recite:

- *Going over what you read by either orally summarizing what you just read or by making notes or some sort*
- *Don't stop to recite after every paragraph or two – use chunks*
- *Don't wait to recite if a section from one heading to another is too long – use your judgement*
- *Don't underline long passages – be selective*
- *Using pencil to mark is always the best bet (can erase)*
- *Don't underline or mark as you read; mark only after you have read the passage and understand it*

## ■ Review: use entire method to see what you remember

- *Review immediately after reading a chapter*
  - Reading over your notes
  - Putting together entire chapter to get the big picture

# Questions-in-the-Margin Method

- Survey Chapter: helps identify how facts relate to one another
  - *Creates a background*
  - *Gain familiarity with content*
  - *Provides advanced organizer*
  - *“Limbers the mind” → warm-up*
  - *Overcomes mental inertia → “gets the ball rolling” – ease yourself in*
- Turning Headings into Questions: forces you to concentrate
  - *The better the questions, the better your comprehension will be*
  - *What does this paragraph tell me?*
  - *What are the important supporting details?*
  - *If this fact or idea is true, then what logically follows?*
  - *How does this paragraph fit in with this chapter?*
- Reading Paragraph by Paragraph: read each paragraph thoroughly enough to answer the question, “what did the author say?”
  - *This needs to be done before moving on to succeeding paragraphs or meaning will be lost*
  - *Identify ideas and concepts behind the words*
  - *Describe in your own words*
  - *If struggling, identify what it is you are not comprehending*
  - *Pause between paragraph to think about what you just read*
  - *Recording and looking up familiar terms*
- Writing Questions in the Margin: After each paragraph, create questions to help you review later on and underline in the paragraph what key words make up that answer

# Questions-in-the-Margin Method

- Reciting Based on Questions in the Margin: Go through chapter again once you've read it all and answer questions → put answers in your own words – do this until you get the answers right
- Reviewing Immediately and Later: General overview of chapter – bringing everything together
- Reflecting on Facts and Ideas:
  - *What is the significance of these facts and ideas?*
  - *What principle(s) are they based on?*
  - *What else could they be applied to?*
  - *How do they fit in with what I already know?*
  - *From these facts and ideas, what else can I learn?*