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## PRR: READ YOUR TEXTBOOK MORE EFFICIENTLY

Preview-Read-Recall at first glance seems to be an intricate and time-consuming process. However, it gets easier and faster with practice, ensures thorough learning and also saves later "re-learning" when you review for exams. Give it a try!

| Preview | Read Actively | Recall |
| :---: | :---: | :---: |
| Why? <br> If you give your mind a general framework of main ideas and structure, you will be better able to comprehend and retain the details you will read later. | Why? <br> Being an active reader will involve you in understanding the material, combat boredom, and will increase retention. | Why? <br> Research shows that 40-50\% of the material we read is forgotten very shortly after we read it. Immediate recall is an essential first step toward continued retention. |
| How? <br> Look quickly( 10 minutes) over the following key parts of your textbook to see what it's all about and how it's organized: Title. <br> Front \& back cover info. <br> Author's biographical data <br> Publication date <br> Table of Contents <br> Introduction or Preface <br> Index Glossary <br> Before you read each chapter, look over: <br> Title <br> Introduction <br> Sub-headings <br> First sentences of each <br> Paragraph (should give main <br> idea). <br> Any diagrams, charts, conclusions or summaries <br> Answer the following questions: <br> What is this mainly about? How is it organized? <br> How difficult is it? | How? <br> Set realistic time goals and number of pages to be read. <br> Divide your chapter into small sections, rather than to try to read the whole chapter non-stop. <br> Ask yourself a question before each paragraph or section, then seek its answer. This will give you a definite purpose for your reading. <br> Try inverting the subheadings or first sentence into question form, using, "who," "what," "when," or "how." <br> Take breaks when you feel unable to stay with the material due to daydreaming, drowsiness, boredom, hunger, etc. After a short break, you can return to your reading with more energy and alertness. | How? <br> After reading each small section of material, choose one (or more) of the following methods: <br> Recall mentally or recite orally the highlights of what you have read. <br> Ask yourself questions (maybe the same ones you used before you read the section) and answer them in your own words. <br> Underline and make marginal notes of the key words and phrases in the section. <br> Underlining after you read is the best way to decide what's the most important information to remember. <br> Make separate notes or outlines of what you have read. This technique often works for more technical material which you need to put into your own words. <br> Recall with a friend. What you don't recall, he/she might. |

