

## TIPS FOR GETTING THE MOST FROM YOUR READING

1. Think about what you are going to read before you read it. Look over the chapter. Start with "In this chapter you will" and put a check by those areas you already know something about; put an x by the ones you know nothing about. Then look over photos, section headings, and introductory and summary statements. Note what is already familiar to you in the chapter.
2. Make a brief outline of the chapter by writing down the heading in outline form on a separate paper.
3. Start reading the chapter. As you come to each heading, turn it into a question and then answer the question in writing. By interacting with the material, you are more likely to understand and retain it.
4. Go back and see how much you know by looking at the items you marked in the "In this chapter you will" section.
5. Reread the chapter, this time taking notes in the margins. The book will have more value to you if you personalize it. Note what you don't understand, and what ideas come to you as you read, and star or highlight important passages.
6. Review what you have read. Think about it. *Bring any questions you have to class and be sure to ask them.* If you have a question it is likely others in the class need clarification or the opportunity to discuss this idea/concern too.
7. Try the "For Discussion & Action" section. Write out the answers, discuss with a classmate, or talk out loud to yourself. Use a variety of modalities to study.
8. Use the web site at <http://www.prenhall.com/herringer> for more information and to answer study guide questions.
9. Review again the next day. This practice takes the information out of short-term memory and puts it into long-term memory. We use short-term memory when we park our car in a lot and memorize the row where we left it. After we retrieve the car, we forget the number because we no longer need it. Don't let that happen to what you read. Transfer the chapter information to long-term memory with a quick review of the main points.
10. Review periodically throughout the semester, taking only about five minutes to do so. This practice helps you retain the information permanently.