

**Make your reading more efficient and effective:**

### **PREVIEW**

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Preview so you can get a main idea of the reading. This will help you plan ahead with your reading and will prepare your brain to better understand and remember what you're reading.

- Spend about 5-10 minutes familiarizing yourself with the reading assignment
- Pay attention to these elements: title and intro; subheadings; diagrams, pictures, and charts; any summary, questions, or review at the end of the chapter
- Plan ahead for reading: what are the main ideas, how long will it take, what might you need to note for a test or paper?

### **READ**

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Read actively not passively. Doing so will help you understand the material and remember it later.

- Monitor your attention and understanding regularly so you can ensure you know the concepts in each section.
- Underline key words or phrases, and write notes in the margin. Use highlighters sparingly. These actions help you if you need to revisit or find something in the text.
- If possible, take notes on important concepts while you read or once you've finished reading. Condensing the material into a "study-able" package will make it easier to review later.
- Break up your reading assignment into manageable sections. Tackle them one at a time.
- Take a short break if you're getting easily distracted or unable to focus.

### **RECALL**

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Recall and quiz yourself so you can remember the information. We forget much of what we read within minutes unless we do something to actively recall it immediately.

- Turn the heading or first sentence into a question and answer it after you've finished reading the section.
- Close the book after a paragraph or section and see if you can explain aloud the concepts and information in your own words.
- Ask yourself questions as you read and answer them with the information from the text (this is good practice for exams).

*Adapted from "PRR: Preview, Read, Recall" - Sanger Learning & Career Center, University of Texas at Austin*



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