

PREVIEWING TEXTBOOK OR NOTES

Previewing is one of the MOST important reading techniques you can learn.

1. See the big picture
 - Gain an overall impression of the reading selection – understand the structure of the lecture/chapter in outline form
 - For Power Point slides, be sure you outline the material if it hasn't been provided for you. (How does slide #32 relate to slide #2)

Outline Example:

I. A.

 - 1.**
 - a.**
 - b.**
2. Read the title and subheading
 - Be alert to what you can learn from the title
 - Discover what the subject will be and how it will be presented
3. Read the subheading
 - In texts, the subhead is often a brief digest of the chapter
 - They are an important aid to organization
4. Read illustrations
 - A wise reader gives attention to visual aids to learn content and visualize important elements of the chapter
5. Read first paragraph carefully
 - This is the author's introduction to the material that will be presented
6. Skip to closing paragraph
 - This is where the author will reemphasize or restate the main point
7. Skim through
 - Skim quickly and be on the watch for important divisions/sections or keys to organization
 - See how the presentation is structured and arranged