
READING TEXTBOOKS

Reading a textbook is a much different process than reading a novel or magazine. To extract information quickly and effectively, use the THIEVES strategy of speed-reading.

Titles:

Read all of the titles within the section of the textbook that you've been assigned to read. Try to assess what information the titles encapsulate and how they relate to each other.

Headings:

After reading all of the titles, read the headings beneath the titles in your textbook. Assess how the headings relate to the titles they're under and how they relate to each other.

Introductions:

Read the introduction(s) to the chapter(s) you've been assigned to read. Address how the information within the introduction relates to the information you gathered from the titles and headings.

Every First Sentence in Each Section:

Read the first sentence in every section (sections are usually designated by headings, so read the first sentence below every heading). Pay special attention to how the first sentence of each section relates to the information you've already gathered. Predict what will follow within the content of the section.

Visuals & Vocabulary:

Check for visual aids and vocabulary. Familiarize yourself with all of the vocabulary within the chapter(s) you're reading. Make sure that you know the meaning of every word! After you're comfortable with the vocabulary, analyze the textbook's visual aids. What data are the graphs and tables attempting to convey?

End-of-Chapter Questions:

Most textbooks include questions at the end of chapters. Answer as many of these questions as you can. If you're unsure about an answer, find it within the chapter.

Summarize:

In your own mind, try to summarize all of the information you've found. Assess whether or not there are holes in your knowledge of the topic. If so, return to the sections you're less confident in and re-read.