

T

Title—*The title identifies the topic, theme, or author's thesis, or argument. Think about the title. What do you already know about it? Turn the title into a question that you can look for an answer to as you read.*

H

Headings—*Headings are the gateways into each section of the chapter or selection. Like the title, they can be turned into questions that give you a reason for reading that section of the text. When you make a question out of a heading, try to connect it to the title. Notice the subheadings as well. They can often provide the answers to questions you make from the headings.*

I

Introduction—*The introduction to a chapter can fill you in on a subject by providing important background information. Make sure you read it. If you are reading a selection, read the first paragraph to find out what is going to be discussed.*

E

Every first sentence in every paragraph—*The first sentences in textbook paragraphs are often the topic sentences or main ideas of the paragraphs. Thus, you will gain a lot of information about the subject by reading them. You will also encounter selections without any headings, so the first sentences of the paragraphs will be your entry into the content. They will help you predict what the author will discuss.*

V

Vocabulary—*The language of the discipline in which you are reading will probably be new and unfamiliar, so get ready to increase your vocabulary every time you read. If you take a moment to look at new words ahead of time, it will help you to move through the selection more smoothly when you are reading. Notice the words, often given with their definitions, at the beginning of a chapter, in boldface within the text, written in the margin, or reviewed at the end. Highlight these words. Say them aloud. Read their definitions.*

**E**

Visuals—*Textbooks provide pictures, or visuals, that explain and illustrate what is being taught, so be sure to look at them before you read the text. Read the captions, titles, descriptions, and keys. Many people remember and understand best when they can "see" a visual presentation of an idea. Common visuals include the following: photographs, drawings, graphs, figures, charts and tables, cartoons, and maps.*

End of chapter questions—*Reading these questions will give you a good idea of what the author believes it is important to know. You also establish a purpose for reading: to find the answers to these questions or to gain enough knowledge from the chapter to apply the information and develop a thoughtful response to them. Reading and answering end-of-chapter questions can also help you prepare for exams.*

S

Summary—*Reading the summary first means you then read the chapter with a lot of background knowledge and information already in your head, which makes it easier to understand. Be sure to check out the chapter to see if it has a summary.*