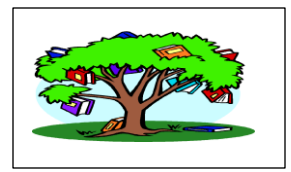


# Toward Better Literacy: Reference Outlines



## Reading Your Textbook

### The Reading Process:

- **Scan:** Look at highlighted words, pictures, graphs, and non-verbal things.
- **Question:** Raise questions in your mind so that you will actively seek answers.
- **Read:** Actively read to answer questions- master the text, not vice-versa.
- **Recite:** Explain what you have read back to yourself in your own words.
- **Review:** Jot down notes and questions for the next class on the back of your correlating class notes. Underline key concepts. Make notes in the margins. Do not overuse a highlighter.

### Handling a Text:

- Mark your mind as well as your textbook.
  - Interact with a text using notebook paper and pen.
- Take notes to have a place of reference when studying and interacting with classmates.
- A good textbook will have markings that will help.
  - Italicized words are new terms and definitions.
  - Lists are set off with numbers.
  - Titles and subheadings will help you compose your notes.
  - A review of the index can reveal what a course is about.
  - A glossary is for looking up words. Write definitions at the bottom of your class notes.

### Environment:

- Have good lighting, but don't overdo it.
- Sit in a firm chair that is not too comfortable.
- Turn the music off.
  - Focused attention is best achieved when distractions are weeded out.