

Preparing Reading Assignments and Using Textbooks and Reference Books

Item	Never	Seldom	Often	Usually	Constantly
1. Study the more difficult courses first . . .					
2. Follow a regular procedure in study, have regular study hours, a definite place of study, etc. . . . .					
3. Think about the topic of study before beginning to read; formulate as clear an objective as possible for your reading . . .					
4. Review mentally previous reading notes, lecture notes and other materials bearing on the topic before doing advance reading.					
5. Use more than one reference in each subject to get different viewpoints, especially on controversial subjects or topics; compare and evaluate the presentation of the same topic by two or more different authors; read both sides of controversial questions . . . . .					
6. Read the introduction and preface to the reference books, particularly full volume readings to become familiar with the author and his purposes. . . . .					
7. Give the material a preliminary or rapid reading; skim for the purpose of getting the general trend of the material; note the divisional, paragraph, and sectional headings, the key sentences and phrases, etc. . . . .					
8. Reread more intensively and critically to get details. . . . .					
9. Complete your reading on a given topic at one sitting as far as possible; break long readings into usable units. . . . .					
10. Read footnotes, since they are quite often of great importance . . . . .					
11. Take full advantage of and use wisely the special parts of books, such as table of contents, glossary, and index. . . . .					
12. Adapt your reading to the difficulty of the material and the general plan of the course; determine whether the course calls for extensive or intensive reading of the assignments . . . . .					
13. Think through the entire topic after reading; connect the material just read with the plan and materials of the whole course					
14. Make a brief written summary in outline or note form as an aid to recall in later reviews . . . . .					
15. Ask critical and summarizing questions and answer them mentally as you read . . . . .					