

Efficient Reading

Fold this and keep it in your DRS book.

This is for articles that you intend to read only once.

I. PREVIEW: Get information about the article. Attempt a tentative mental outline of 1) the main idea and 2) the ideas that are presented to develop it.

1. Predict the topic by using **indicators** (title, illustrations).
2. Discover the main point: read the **abstract** (if it's provided), then the **first and last paragraphs**, with the purpose of predicting the article's main point.
3. Discover the article's overall structure and content: Read **sub-headings** if they're provided. (If they're not provided, go to step 4.)
4. Set a goal: "After I read this, I'm going to try to make a **mental outline** of it."

II. DEEP VIEW: Understand the general content and development of the main and major points by reading the entire chapter or article.

- Use ACTIVE READING to **build a mental outline as you read**. Identify main and major points: try to see ideas and details in relation to their super-ordinate and subordinate ideas, in order to understand and remember them better. (Good readers say that during reading they semi-consciously 1) associate details that they are reading with previously stated points and other details that they have already read, and 2) semi-consciously predict answers to questions about what they are reading.)
- Use context clues to guess the meaning of new lexicals.

III. REVIEW: Think back on the article and build a general outline in your mind.

1. After reading once, scan the article to **confirm the accuracy of the mental outline** that you have built.
2. (In class:) Without looking at the article, write a two- or three-level outline or a summary on a separate sheet of paper.
3. (In class:) Confirm the accuracy of your outline or summary by comparing it with the article. Make corrections.