

# Textbook Reading Guidelines

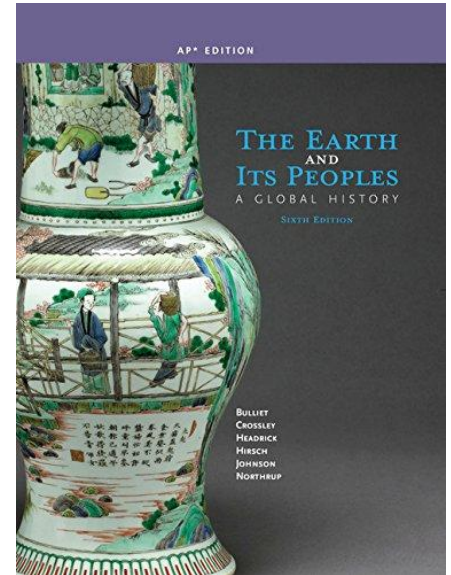
How should you study and complete your assigned readings? What is the time commitment?

## **Before** Reading an Assigned Chapter

1. See the chapter objectives (from the actual textbook)
2. Read the **Conclusion** of the Chapter first!
3. Review, practice and memorize the (RELEVANT) Key Terms
4. Read the Chapter **Introduction**.

## **When Reading** the Assigned Chapter

1. Know the [objectives \(your AP focus\)](#) before reading.
2. Browse the entire chapter.
3. Skim and Scan (titles, pictures, timelines, maps, AP exam tips, and section reviews)
4. Carefully Read the entire Chapter
5. Skim and Scan **with note taking**
6. Study (Reminding)



## **Browsing**

Look through the chapter. Read the headings of the chapter, sections, and sub-sections. Read and look at all of the maps, drawings, paintings, graphs, and charts. Just “look around” at what you will be reading. You may absorb some things, but again, all you really want is a quick glance. Do not read the chapter at this point, just look. **(15-20 suggested minutes)**

## **Skim-and-Scan**

Read the opening remarks of the chapter. Read the first paragraphs of each section and sub-section. Find the thesis for the chapter and section. Read the first sentence of every other paragraph. Read the captions to the maps, graphs, etc. That’s all. **(30-45 suggested minutes)**

## **Careful Reading**

Now read the chapter from start to finish. Carefully read every sentence and word. Re-read all captions. Be sure to spend time reading the whole chapter. It is suggested you do this in one, but not more than two, settings. **(1-3 suggested hours)**

## **Skim-and-Scan with Note-taking**

With pen in hand, skim-and-scan again. Take outline notes with headings matching those in the chapter. Don’t rewrite the book. Take quick notes of things you will need to remember. Jot down page numbers of important paragraphs. You may also wish to start notecards. **(1 suggested hour)**

## **Reminding**

This is a skim-and-scan technique that uses both the text and your notes. Let the notes remind you what is in the text, referring to the text only when you need to. This is a final check before you study for the exam. **(30-45 suggested minutes)**

# Textbook Reading Guidelines

How should you study and complete your assigned readings?

History books tend to be written in outline form: thesis, main heading, sub-headings, topic sentences, and main points. By using this information, you can quickly look at what a chapter has to offer before you read, giving you a better chance of remembering some of the important ideas. The purpose of the reading is to keep the information fresh. You can do this by referring to the text over a period of days.



## Bello's Note -

### Weekly Assessments -

During school, assigned readings will be given on Fridays, and quizzes are given on Mondays. Do not start your weekly reading the night before a quiz or test. Do not try to consume a whole chapter the night before!

Instead, use the day before any assessment as a rest and a final checkup. Do not spend a lot of time studying the text, but use your time wisely **checking your notes**. Reread the introduction and conclusion to each chapter.

### Train Yourself -

Rely on good notes that reflect the important parts of the text. After you have received a test back, go over the questions and answers. Check your notes. Reflect on the following:

- Why did you miss this question?
- What made your incorrect response the wrong answer?
- What should you do to change your reading or notes to better prepare for a test?
- What part of the reading schedule was best for you? Worst?
- **How can you change** to meet the needs that you have found?

Do this evaluation after every quiz and test. By concentrating on your test-taking habits early on you will be prepared for the time when you will be tested over a greater amount of material. Always search for ways to better yourself and your studying techniques!