

 **Research Reading Guide**

1. Focus your efforts: develop a research question(s)
2. Go through textbook(s), notes and other reference work(s) to gain background knowledge, questions and issues regarding the topic
3. Now dig for information to support or modify your original view of the topic
	1. Seek others’ opinions to strengthen or challenge your perspective
4. Scan sources to choose the most useful for your purpose:
	1. Books: Read preface, table of contents & index for general viewpoint of book. Read sections of book on your specific topic(s). Seek for an understanding of the material in context.
	2. Journals: Read abstract first, then look for charts or graphs within article. Read intro and conclusion paragraphs. Next, read the entire article, looking for how the details in the article support the intro or concluding statements.
	3. Internet sources: Exercise caution! Is the Web document written by an accepted authority on the topic? Does it provide sources/references? Once quality is determined, scan as you would a journal.

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 **Textbook Pre-Reading Guide**

1. Subtitles, objectives, other information from chapter overview:
2. List focus questions from the chapter preface &/or summary:
3. Summarize chapter opening paragraph in 1-2 sentences:
4. Skim chapter, reading all headings & subheadings. List main headings:
5. Read the first sentence of each paragraph. Stop to read all figures, charts, graphs, images & maps and accompanying captions:
6. Read chapter conclusion paragraph. List the main ideas from the conclusion:
7. Now read the entire chapter, taking notes within the structure you’ve built in the previous steps:
8. One main question the chapter/section tries to answer:
9. One main idea/topic/concept/issue it addresses:

**Reading Without Headings
What if I’m reading material without headings?**

1. Read only the 1st sentence of each paragraph.
2. Underline 3-4 key words in each first sentence.
3. Circle the key words that seem most important.
4. Create a question combining a couple of key words from the 1st sentences of 3-4 paragraphs.
5. Read to answer your question(s).

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