

HOW TO PREREAD

1. Read the main title.
2. Read the introduction or first paragraph if there is no introduction.
3. Read the boldface headings (titles for sections of the reading section).
4. Read the first sentence of each paragraph.
5. Note any visual aids; graphs, charts, pictures, tables, maps.
6. Note any typographical aids; words in italics (slanted type) or boldface (dark print).
7. Read the last paragraph or summary.
8. Read quickly any end-of-article or end-of-chapter material or questions.

REASONS TO PREREAD

1. To become familiar with the overall content and organization of a selection before you begin your serious reading.
2. To get a mental outline of what you are going to read so they when you begin your serious reading you are able to fill in the parts of your mental outline with ideas, facts and details.
3. To establish a purpose for reading, that is, a sense of direction so that when you do your serious reading, you won't be aimlessly plodding through the material.
4. To identify the more important and less important or familiar parts of a reading selection so you will know what to concentrate on and what to skim or skip when you do your serious reading.
5. To be able to remember more of what you read by building in a repetition of the main points of the material.
6. To get a start on a long or difficult reading selection, which you might otherwise avoid.
7. To determine the difficulty level and importance of the material so you can set up a realistic study schedule.
8. To get interested in what you are reading.