Reading Strategies

Happy Reading!

How to Succeed While You Read!

Designed by:
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Tips Before You Read

Find a productive reading environment.
- Read in a well-lit area.
- Read when you are most alert and awake.
- Avoid reading in your bedroom or on your bed, since these are areas you relax and sleep in.

Use review questions to guide your reading.
- Read the review questions first, this will give you an overview of the subjects or concepts you will be reading in the text.
- You can also ask your own questions and see if they are answered.

As You Read

Read with a purpose.
Use titles, subtitles, review questions and other reading aids to help you point out the key information and to help focus your thinking as you read.

Identify key concepts/themes in the text.
Be sure to highlight, box, underline or circle key concepts and terms so you can refer to the information later.

Take notes!
You can also draw pictures, symbols or graphs. This is a way to make connections between common concepts and ideas in the text.

After Reading

Write a summary of what you learned.
- 3-2-1 Summary
  List Three things you learned from reading the text.
  List Two things you found interesting in the text.
  Write One question you still have about what you read.
- Briefly summarize sections of the text by stating the important concepts or key facts that you read.

Reread
If needed, be sure to reread any sections to clarify anything you did not understand after your first reading of the text.
**Study Schedule:**
- Set a specific goal for each subject you study.
- Study most difficult subjects first.
- Study when you are most alert and awake.
- Don't study later than the time you usually go to sleep, as you may fall asleep or be tempted to go to sleep. Instead, try studying in the afternoon or early evening. If you are a morning person try studying in the morning.
- Establish a regular study area/place.
- Find a comfortable and quiet place to study with good lighting and little distractions (try avoiding your own bed; it is very tempting to just lie down and take a nap).
- Study in short periods and often.
- Take regular study breaks.

**Resources:**
- Know the campus resources and the services available to you.
- Ex.: AVID mentors, C.A.S.A. has the writing center, S.I. sessions, math, science, reading tutoring and much more.

**Study Skills:**

The tools you have to succeed

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In Class:

- One of the best study tools you have is the classroom. Attend the class and do your best to participate.
- You will receive a syllabus in every class. Reading the syllabus will help you understand the expectations, the pace, rules, required books, assignments, exam dates and other vital miscellaneous details for the class.
- If you do not understand something, do not be afraid to ask questions in class or go to professor’s office hours.

Study Groups:

- Only study with others who are serious about the class. Other students are a great resource to encourage you and help you keep up with upcoming due dates.

Take Notes:

- Some professors will make their power points available to you. Print those out before class and write on them.
- Cornell note-taking
- Flash Cards
  Good for vocabulary words, use the flashcards by putting one word on one side of the card and the definition on the other. Flip through the cards by looking at the word and identifying the meaning. And then flip through them again looking at the meaning and identifying the word.
- KWL chart or Know-Want to Know-Learned Chart
  When a new subject or theme is presented in a class jot down what you already know about the subject, what you want to learn and after the lecture write down what you learned.
- Review notes regularly.

Review:

- It is best to review the material right after class when it's still fresh in your memory.
- Read assignments when they become available and start them right away. Give yourself more time than you think to finish the assignment.

- Look at the table above; it explains how we retain new information as time goes by. For example, look at Day 1 after the lecture. You retain 100% of the material. As of Day 2, without studying or revisiting the material, you would have lost 50-80% of the lecture. If you study for 10 minutes you will retain nearly 100% of the information!! It is worth your while to continue studying the material right after you learn it.
Write down your goals.
- You are more likely to stick to them if you write them down each day.

Prioritize your goals.
- What MUST be done right away and what can wait?

Make a schedule and develop a routine.
- Use a message board, post it notes, a daily calendar or sticky notes on the fridge, as task reminders. This will help you keep track of what you have done and what you need to do.

Avoid over-scheduling.
- Build in some “emergency time” that you can use if a project takes longer than expected.

Plan time to relax.
- Relaxation and time off is necessary to keep stress away and be able to go back to work refreshed.

Plan time to be active.
- It is important to have something that lets you move around and use up energy.

Accomplish small chunks of a major goal, rather than taking on an all or none approach.
- Don’t be a super person—give the best of your efforts and ability; don’t try to achieve the impossible.

Expect and forgive backsliding.
- Focus on successes not failures.

Recognize and alter negative self-talk
- Be optimistic!
- Our brains are programmed to remind of us of the negative in order to ensure our survival. It wants us to remember what we have done that didn’t work out so well, so that we do not make the same mistake again.

- Recognize that in most cases, negative self-talk is your brain trying to keep you alive. Admit that to yourself, examine the situation to see if there is potential danger or threat of harm, and then move on, thanking your brain for wanting to keep you around.

Give yourself time to change.
- Live day by day, moment by moment—find some enjoyment/beauty in each day.

Reward yourself for reaching your goals!
- It is important to have something to look forward to rather than just a good grade.

Having good time management helps one achieve success!
Time Management

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Respect your own needs:

- First recognize and take care of your own needs and wants.
- Taking care of yourself helps you to be in good enough shape to take care of someone else. This means mentally, emotionally, spiritually, and physically.
- Eating healthy will ensure that you will have the energy to keep on top of your work!

Try to Relax:

- Lie on a beach; take a nap, a trip to a spa, or try watching a comedy.
- Deep breathing and muscle relaxation may also help you relax.

Reducing Stress:

- Regular exercise will reduce stress.
- Do something physical to release pent-up anger of frustration; such as gardening, drawing or cleaning out your room.
- Try the Dugan Wellness Center or even the hike and bike trail.

Learn your triggers and danger zones for stress:

- Call a friend or a counselor who knows about your problem and have them listen.

Set achievable goals:

- Establish goals on the basis of what you can realistically achieve.
- Start on these goals ahead of time.
- Give yourself more time than you think you need to achieve them.

Develop your skills:

- Know what you can and cannot do.
- Don’t be afraid to try something new. You might be good at it.
- Emphasize your strengths.
- Focus on what you can do rather than what you cannot. This will help you work more efficiently and avoid stress.

Make decisions:

- Practice making positive decisions flexibly but firmly, and trust yourself to deal with the consequences.

Solve problems:

- Don’t avoid problems. Face them, and identify ways to solve them.

Experience success:

- Seek out and put yourself in situations in which you are most likely to succeed!
If you are interested in learning these techniques, please feel free to contact the University Counseling Center in Driftwood or call (361) 825-2703.