

# *How to Read Your Textbook*

TEACHING AND LEARNING CENTER

**PLEASE NOTE:** *This method works only when you have purchased your own copy of the assigned course textbook. You will need to fully consume your own textbook; don't be tempted to borrow one for a few minutes from a friend.*

## **TIP 1 – *First Things First***

Look through the assigned reading pages - how long is it? What pictures and graphs are included to give you context for your learning? How is the chapter organized? What questions are included at the end of the chapter? (Be sure to read them.)

## **TIP 2 – *Read Section By Section***

**Find** the section headings, turn each heading into a question, and write the question in the textbook margin.

**EXAMPLE:** "Communication Styles" heading would become "What are communication styles and how are the styles different?"

Then **answer** the question by reading quickly through the short and manageable reading passage. Highlight the answer in your book and paraphrase the answer in the textbook margin.

**NOTE:** You may also accumulate valuable notes on your reading by writing the paraphrased answer in your reading notes section of your class notes instead of in the margin of the textbook.

## **THE ADVANTAGES**

This section-by-section method is not overwhelming (when you look at the sheer volume of assigned material) and allows you to focus your learning on each section and fully process the information instead of skimming through the chapter. AND you will reap HUGE benefits for quizzes and tests without ever needing to cram!

---

*Academic Success Services*  
TEACHING AND LEARNING CENTER

7688 | tlc@puc.edu