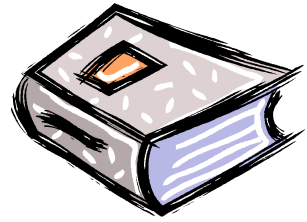




Muscle Reading



Approach reading in three phases, just as you should approach getting in shape (stretching, exercising, and resting).

Before you read

1

Preview: Survey the entire assignment. Look for summary statements, headings, subheadings.

Outline: Create a brief outline of reading passage.

Question: Determine what you want to learn from the assignment.

While you read

2

Read: Stay focused but avoid marathon reading sessions. Form mental pictures of the concepts presented.

Underline: Underline/highlight important passages—but wait until you have finished the chapter/section. Less than 10% should be highlighted.

Answer: Answer the questions you had before you started reading.

After you read

3

Recite: Talk to yourself (or someone else) about what you just read.

Review: Completely review the material within 24 hours of your first read-through. A short, 15-minute review is fine!

Review again: Review again in a week and after a month (5 minutes or less) to help make the information easier to recall.

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