Success in reading efficiently for comprehension and retention relies on effective pre-reading, during reading and post-reading strategies.

A quick menu of choices…

BEFORE YOU READ

- **Preview**: look at titles, words in bold, charts, pictures and graphs. If your text does not have many pictures or graphics, read the first and last paragraph of each section and read the first lines of key paragraphs throughout the section.

- **Predict**: what do you think will be the main points from the reading.

- **Question**: Pose questions to yourself that you think the reading should answer.

- **Be strategic**: Choose which sections you should read closely and which you could skip or skim

AS YOU READ

- **Read flexibly**: Skim some parts; scan others; read and reread some parts that are complicated; and skip other sections.

- **Monitor yourself**: Make sure you are focused. Only read/concentrate 5-20 minutes at a time, pause a minute or two to refresh, take a few notes, refocus, then read further.

- **Highlight**: highlight or underline key words as you read.

- **Focus**: use an index card, pen or finger to help you keep focused on the reading.

AFTER YOU READ

- **Take notes**: You have many choices—create a graphic organizer or outline notes or summary paragraph of what you read. Or apply the information directly in some way (solve a math problem, program your VCR, add some tasks to your to do list, etc.)

- **Review**: Look over what you’ve read, especially sections you highlighted or key words. Put in your own words (thought, out loud, on paper) what the main points were.

- **React**: React to what you’ve read. What surprised you? What will come next?

- **Analyze**: What did you agree or disagree with? What was the author’s purpose in writing this section? What assumptions did they author make? What is the author’s tone?