



Effective Reading and Note Taking

Today's Agenda

- **Assessing your reading skills**
 - Strategies: e.g., SQ3R method
- **Assessing your note-taking skills**
 - Strategies: e.g., Cornell system
- **Note-taking exercises**
- **Questions?**
- **Goals:**
 - Learn effective *reading* and *note-taking* strategies that can lead to effective study habits.
 - Apply one or two new strategies to improve your reading and note-taking skills.



Effective Reading...Assessing Your Reading Skills

- Identify your **challenges** with reading assignments.
 - “I have to read 50 pages every week for just one class. This is much more than I had to read in high school!”
 - “When I read, I highlight almost everything because it all seems important to me!”
 - “I have to read each assignment at least four times until it makes sense!”
 - “When I’m reading, I think about everything else but what I’m reading!”
 - Other challenges?



Effective Reading...Strategies Before

- **Before** reading:
 - Create a reading plan to be included in a daily schedule.
 - Do a **survey** of the reading assignment.
 - Think about what you already know about the topic.
 - Turn text headings into **questions**.

Strategies adapted from “Wise Choice in College: Effective Reading” from OnCourse: Strategies for Creating Success in College and in Life, 5th ed. by Skip Downing, 2008 Houghton Mifflin Company.



Effective Reading...Strategies During

- **During** reading:
 - **Read** for the answers to your questions.
 - **Read** for main ideas and supporting details.
 - Concentrate on reading faster.
 - Pause to **recite**.
 - Look up the definitions of key words and write it in your own words.



Effective Reading...Strategies After

- **After** reading:
 - Reread difficult passages or sections.
 - **Review** what you read.
 - Use a graphic organizer (e.g., concept map, table, timeline, chart) to summarize what you have read.
 - Seek assistance (e.g., reading another text on the same subject, meeting with your instructor, participating in tutoring).



Effective Reading: SQ3R Method

- **S**urvey
- **Q**uestion
- **R**ead
- **R**ecite
- **R**eview



Effective Reading: The Reading Environment

- **Lighting**
 - Eye strain, glare, too much light, too little light
- **Ventilation**
 - Stuffy room, too little fresh air, temperature too hot
- **Reading position**
 - Too comfortable, too uncomfortable
- **Focal distance**
 - Need glasses
- **Distractions**
 - Noise, activity



Effective Note Taking: Assessing Your Note-Taking Skills

- Identify your **challenges** with note taking.
 - “I rarely took notes in high school!”
 - “I try to write down everything the professor says!”
 - “When I go back to review my notes for a test, they make no sense to me!”
 - “I get bored with some of the lectures, so my mind starts to wander. Before I know it, I have big gaps in my notes where I wasn’t paying attention!”
 - “I don’t complete my reading assignments before class!”
 - Other challenges?



Effective Note Taking...Strategies Before

- **Before** note taking:
 - Get note-taking supplies that fit your style.
 - Read assigned course material before class.
 - Create a short list of questions from the reading/homework material.
 - Arrive early to class and review the notes from the previous lecture.
 - Find a seat that maximizes your attention and minimizes possible distractions.

Strategies adapted from “Wise Choice in College: Effective Note-taking” from OnCourse: Strategies for Creating Success in College and in Life, 5th ed. by Skip Downing, 2008 Houghton Mifflin Company.

Effective Note Taking...Strategies During

- **During** note taking:
 - Focus your attention.
 - Use the outline method and concept maps.
 - Use a proven method of note taking to organize your notes (e.g., Cornell system).
 - Take note of only important points during the lecture.
 - Listen for answers to your prepared questions.
 - Use abbreviations to save time during the lecture.



Effective Note Taking...Strategies After

- **After** note taking:
 - Review your notes.
 - Talk about your notes.
 - Compare notes with a classmate.
 - Revise your notes.
 - Review and recite your notes.



Note-Taking Exercises

Let's practice:

- Note-taking exercises from **readings**
- Note-taking exercises from **lectures**



Questions?

If you have any questions or need further assistance,
please contact us in the
Center for Academic Success
& Exploration (CASE)
in Jordan Hall 144,
or email us at learning@butler.edu.