



STUDY SKILLS TIPS: Reading for Comprehension

- 1. TAKE MORE TIME FOR YOUR READING.** It actually takes *less* time in the long run. Read with a purpose. Do not just read your assignment from beginning to end. You will remember a lot more if you first take time to follow the ok4r method devised by Dr. Walter Pauk.
 - (O) OVERVIEW:** Read the title, the introductory and summarizing paragraphs, and all the headings included in the reading material. This will give you a general idea of what topics will be discussed. Do this chapter by chapter.
 - (K) KEY IDEAS:** Go back and skim the text for the key ideas (usually found in the first sentence of each paragraph). Also read the italics and bold, the bulleted sections, itemizations, pictures, and tables.
 - (R1) READ** your assignment from beginning to end. You can do it quickly because you already know where the author is going and what he is trying to prove.
 - (R2) RECALL:** Put aside the text and say or write, in a few key words or sentences, the major points you have read. It has been proven that most forgetting takes place immediately after initial learning. ONE MINUTE SPENT IN IMMEDIATE RECALL NEARLY DOUBLES RETENTION OF THAT PIECE OF DATA.
 - (R3) REFLECT:** the previous steps help to fix the material in your mind. To really keep it there forever, relate it to other knowledge; find relationships and significance for what you have read.
 - (R4) REVIEW:** This step does not take place right away. It should be done for the next short quiz, and then again for later tests throughout the term. Several reviews will make that knowledge indelibly yours.
- 2. OVER-LEARNING IS THE KEY TO SUCCESS.** Over-learning is continuing your study after you have learned the material well enough to just barely recall it. This increases your mastery of the materials.
- 3. FREQUENT REVIEW WILL REWARD YOU.** Without review the average student can forget 80% of what he or she has read in just two weeks! Your first review should come very shortly after you study the material for the first time. Also, review your notes after each class.
- 4. GOOD NOTES ARE INSURANCE.** Take efficient notes as your professor stresses important points in class and as you study your assignments. Good notes are a "must" for good review.
- 5. CLUE YOUR LECTURE NOTES.** Underline, star, or otherwise mark the ideas that your instructor says are important, thoughts that he or she says you will be coming back to later, items that she says are common mistakes. Watch for the words--such as examples, especially in subjects such as math.