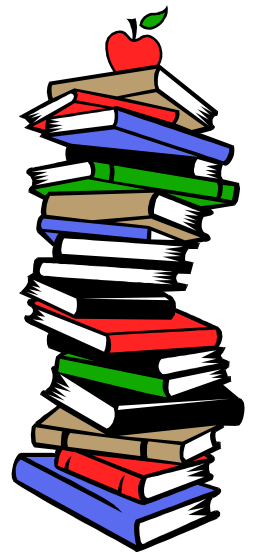


# Learning Café Quick Study Tips

## TEXT BOOK READING



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*Many of today's textbooks are designed to make students' learning more efficient. Yet students often have difficulty finding the key information, understanding the concepts, & maintaining concentration. By following the PQRST reading steps below, you can maximize your study reading activities & get the more out of your texts.*

### Step 1: Preview

- Check** to see how long the chapter is.
- Read** the chapter objectives (sometimes called learning goals).
- Look** at each heading, sub-heading, graph, chart, diagram & photograph. You do not need to spend a great deal of time on this step: just recognize what each one is about.
- Note** closely the major headings, for you will use them to break the reading task into chunks. Some students find it useful to transfer these major headings into a mind map on one or two sheets of paper, revealing the framework of the chapter.
- Read** the chapter summary & any questions at the end of the chapter.
- Watch** for new terms & unfamiliar vocabulary, & decide whether it would be better for you to learn their meanings now or after you read the chapter.

### Step 2: Question

- Decide** whether you will read all or part of the chapter. You do not need to complete the chapter in one sitting, but you should read it major heading by major heading. Decide how much of the chapter you can cope with at once. Plan to read for about 50 minutes, but if you begin to lose concentration, stop & take a short break.
- Make** each major heading & sub-heading into a question & write the question in the text margin. It is best to write directly into your text, but if you really want to keep your book clean, write each question on a separate 3 x 5 card or loose-leaf paper, leaving lots of room for the answers. Don't worry if you are not sure what question to ask. (HINT: the objectives at the beginning of the chapter can be turned into questions.) The purpose is to keep your attention focused on the information in the text as you read.

## Step 3: Read

- Read** the text, but not from beginning to end. Instead,
- Look** at the question for the first section. Keeping this question in mind, read that short section of the text. Look for the answers to the questions as you go.
- Decide** whether your question was answered by that section of the text. If not, change the question to one that IS answered.
- Underline** the answer to that question. Be sure you underline (or highlight) only the main point of the paragraph or passage (usually no more than 10% of that short section or paragraph).

## Step 4: Summarize

- Reflect** on what you read & make the information meaningful to you. How does what you have read relate to you or other people? What is your opinion of the information? How will this information be useful to you in the future?
- Recall** the answers to the questions you posed in step two.
- Record** briefly what you learned from this text section. You can write the answers to the questions you made up, or you can record relevant information on the mind-map framework from step 1.
- Repeat** steps 2, 3 & 4 with the next chunk of the book.

## Step 5: Test

- Review** what you have just learned within 24 hours, & continue to review it weekly. Although all the steps in this process are important, this is the one that will ensure that you remember the information. There are several effective ways to review:
- Read** the questions you wrote & try to answer them aloud or in writing.
- Create** a mind-map summary of the chapter from memory. Then, look back at the chapter to fill in anything you missed.
- Make up** mnemonic devices (words, sentences, rhymes, etc.) to help you memorize the facts presented in the chapter.
- Invent** test questions & use them to check your understanding & rehearse for your next test.

*For more information on any of the suggestions given here, please visit the Learning Café, located in the library (CE1340) / 403-382-6952 / [learningcafe@lethbridgecollege.ca](mailto:learningcafe@lethbridgecollege.ca)  
Or sign up for a Student Success Workshop!*