



Seven Habits of Highly Effective Readers

1. Effective readers have adaptable reading strategies that match different reading tasks.

Effective readers are aware enough to know their own interests, motivation and abilities and know when to adjust their reading style and approach.

2. Effective readers control time, place and atmosphere to suit the type of reading task they face.

Studies show that reading during the day is twice as effective as trying to tackle tough material during the evening. Choose a time when you are most alert. Start with more difficult material and end with the easiest.

3. Effective readers spend some time previewing the material before they begin reading it.

Reading without previewing first is like driving into an unknown area without having looked at a map first. Just like a map can prepare you with a sense of direction, street names and an idea of where things are locating, previewing a chapter can give you clues as to what the chapter will contain. Take time to skim:

- *Titles*
- *Outlines or introductions*
- *Summaries or conclusions*
- *Headings/subheadings*
- *Pictures/graphs/tables*
- *End of chapter questions*

4. Effective readers know their limitations of concentration and divide chapters into manageable groupings.

Break your reading into smaller chunks of 20-30 minutes. Reading a textbook is hard work. Reward yourself with a short break. You'll be refreshed and ready to read another chunk of material.

5. Effective readers improve their comprehension by trying to read faster.

The key is not to make reading a frenzied activity, just a focused one. *A quick warning:* Texts with difficult or technical language may require you to read at a slower pace.

6. Effective readers interact actively with the text.

Jot abbreviated notes in the margin. By doing this, you will force yourself to process the reading—much more time effective than highlighting chunks of words that seem important at the time.

7. Effective textbook readers use recitation to reinforce what they have just read.

Take just five minutes to recite, out loud, some of the important points of the chapter. Speaking them out loud, allows you to add yet another active step to the process of learning.