

A few simple steps to help you read, understand and study textbook and supplemental materials in American Heritage.

1. **Preview** the chapter/passage.
  - Read/review title, abstract, section headings, key term definitions.
  - Look at charts, maps, graphs, and study guide.
  - Access prior knowledge.
  - Divide chapter/supplementary material into sections (length depends on difficulty of text).
  
2. **Ask-Read-Check** each section.
  - Ask a question for the section you are about to read. The question(s) should anticipate what you think will be answered in that section and use words like who, what, where, when, why, and how.
  - Read the section. Look for answer(s) to the section's question(s), but be alert for unanticipated information, too.
  - **Check** your understanding of the section.
    - ★ Recite answer(s) to the question(s) you asked.
    - ★ Note additional information not anticipated by your pre-formulated questions.
    - ★ Mark your book.
      - Read first, highlight later.
      - Develop a regular marking approach.
      - Mark only essential ideas.
      - In margins, jot down key words/phrases that represent main ideas.
    - ★ Make connections.
      - Relate the section to previous and future sections.
      - Connect reading to lecture materials.
      - Relate section to main ideas of the chapter/material/class as a whole.
  
3. **Evaluate** your understanding of the entire chapter/passage.
  - Try thoroughly reciting information about each jotted key word/phrase.
  - Recite answers to section questions.
  - Summarize material from each section in your own words.
  - For the textbook, briefly look at each chart and graph and verify that you could fill in a blank version of that chart and fully explain its meaning.
  - Use the chapter's study guide to review and synthesize material.
    - ★ Make sure you can define/discuss key terms (and people) along with connected issues.
    - ★ Take time not only to read and ponder, but thoroughly answer the chapter questions.
    - ★ Make note of questions you'd like to discuss further with your TA.
  
4. **Relate** what you have read to what you have learned elsewhere: other readings, class discussions, personal observations, etc. Find ways to apply your learning.