

# STUDYING TEXTBOOKS

## How to Get the Most Out of Your Textbooks

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#### A. Survey the entire text

1. Become familiar with the various parts of the text.
2. Look through the book from beginning to end.
3. Read the preface.
4. Scan the table of contents.  
Look over the last chapter or final pages of the book.
5. Survey the chapter.

#### B. Preview each chapter

1. Check the chapter for summaries, at the end of each section or chapter.
2. Read all objectives, headings, italicized words and charts.
3. Read the first and last sentences of each section.

#### C. Take notes as you read

1. Identify the author's main ideas in each chapter.
2. Concentrate!
3. Don't skip graphs, tables and illustrations.
4. Summarize what you read.
5. Look at your notes before every class.

#### D. Question yourself as you read

1. Imagine you are having a discussion with the author.
2. Ask what, why, how, who and when questions.
3. Ask questions in class.

#### E. Highlight and make margin notes

1. Be active when studying!
2. Develop your own system for writing in your textbook.
3. Select only main ideas and important details.
4. Write in textbook margins at the end of every page.

#### F. Match class notes and textbook notes

1. Completing textbook assignments on time will help minimize note taking in class.
2. Use textbook notes to supplement lecture notes.
3. Try writing class notes on the right-hand side of the page and use the left-hand side for textbook notes/outlines.

#### G. Review consistently

1. When you have finished a textbook assignment, briefly paraphrase what you've read.
2. Before beginning new reading assignments, review what you studied previously.
3. Use study guides and outlines to supplement your reading assignments.
4. Plan your exam review carefully.

Some of these strategies may not be your style—just use the ones that work for you!

## Study Strategies for All Types

### Study Intervals

*Extraverts* may need to stop for breaks frequently. *Introverts* may prefer to stay with material for longer stretches of time.

### Schedules

1. If you have "J" (*Judging*) in your type, you may want to create (1) an hour-by-hour weekly schedule with specific times each day for study, and (2) a semester schedule showing midterms, finals, due dates, and other events.
2. If you have "P" (*Perceiving*) in your type, take a few minutes to make a list of tests, assignments, and projects, arranged in order by due date. Post the list where you'll see it every day.

### Overview vs. Details

Students with a preference for *Intuitive* (N) perception, interested in concepts and possibilities as they are, may need to ask themselves "What are the facts?" Students who prefer *Sensing* (S) perception, thorough and realistic as they are, may need to ask themselves "What does this mean?"