

# UNDERLINING TEXTBOOKS

## Guidelines for Textbook Underlining

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Underlining means you are reading actively — it enhances comprehension.

Underlining, when properly done, will:

1. Force you to concentrate by the mere act of searching for the answer to the question made from the sub-headings.
2. Help you to easily find information to review or put into written notes.
3. Help you to see the organization of facts and their relationships.
4. Be an efficient way to find and learn meanings of new words.
5. Demonstrate whether or not you understood the material.
6. Save hours of study/review time.

Try reading with a fine-line marker in one hand and a straight edge (ruler, 3 x 5 index card) in the other.

### Guidelines

1. **Finish reading before marking!**  
Rationale: Prevents you from underlining the same ideas restated. Prevents you from underlining too much.
2. **Be extremely selective.**  
Get the main point. Rationale: Too much underlining overloads your memory.
3. **Use your own words.**  
Summarize certain things in your own words.  
Rationale: Your own words stay in your memory better. Jot them in the margins so they will trigger your memory with the ideas on the page.
4. **Be brief.**  
Underline phrases, not whole sentences.  
Rationale: Easier to use when you recite and review.
5. **Be swift.**  
Read first, then scan for a mini-overview and make your markings.  
Rationale: Keeps marking at a minimum to save time.
6. **Be neat.**  
Rationale: Neatness encourages you and saves time since ideas will be easily and clearly perceived.
7. **Organize facts and ideas under categories.**  
Rationale: Items in categories are far easier to remember than random facts and ideas.

Keep a 3x5 index card, a 6" ruler or any other straight edge in each textbook. You'll have a tool for underlining, a bookmark and a guide to help you with your reading speed.

### Techniques

1. **UNDERLINE** the main idea of the paragraph and put a **vertical line** in the margin beside supporting details.
2. **CIRCLE** new words and **underline** the definition. Should the definition appear farther down in the paragraph, draw the line from the circle through the paragraph and connect it to the definition. When you re-read, your eyes will pick up the new word and follow your line to the definition.

HINT: Copy the new word onto the front of a 3x5 index card; write the definition on the back. Practice with the cards.

### Test Review Strategy

1. Skim chapter, then read the summary at the end.
2. Go back to the beginning of the chapter. Read headlines (questions) and underlining (answers).
3. Review notes in your notebook
4. Flip through review cards.

You are test ready!

# Marking Textbooks

Underlining and Marking texts are fraternal twins; they work together to help you get the grades you want!

## Marking textbooks includes:

1. Writing summary words or phrases in the margins. This pulls together ideas and puts them in your own words.
2. Numbering lists of ideas, causes, steps, reasons, etc. Underline the appropriate phrase, write the number in the margin (not within the body of the text)... Be careful to write all numbers in the same margin. When re-reading, these numbers will serve as an outline.
3. Starring (\*) important points which were emphasized by the professor.
5. Placing question marks (?) next to confusing passages about which you need more information.
6. Placing a (T) beside a possible test item.
7. Drawing a short line (l) in one of the upper corners to indicate you have read this page and there is nothing to underline. (This will remind you to skip the page when studying.)

