

PRR: Preview-Read-Recall

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PREVIEW	READ ACTIVELY	RECALL
Before you tackle the reading, spend about 10 minutes familiarizing yourself with it.	Set realistic goals for how long, and how many pages, you'll be able to read.	Recall mentally or recite orally the highlights of what you've read.
Check out the following elements: Title Author's Biographical Info. Publication Information Table of Contents Introduction or Preface Index Glossary	Don't try to read the entire chapter non-stop. Instead, divide it into small sections—such as a half-page, or a column, and read them individually.	Ask yourself questions as you read and answer them in your own words. These questions can be the same as those you asked before each section.
With each chapter, review the following: Introduction Subheadings First sentence of each section Diagrams, charts, etc. Conclusion	Ask yourself a question before each paragraph or section, then try to answer it as you read.	Underline key words or phrases in each section, and write notes in your margins. Both will help you decide what you need to remember.
Then ask yourself a series of questions. What's the main idea? How is it organized? How difficult is it? How long will it take to read?	Take short breaks when you find your mind wandering.	Make separate notes or outlines of what you've read. This technique is especially valuable for helping you put ideas in your own words.
Giving your mind a general framework of main ideas before you read will help you better comprehend and retain details you encounter later.	Being an active reader helps you understand the material, combats boredom, and increases retention.	Research shows that we forget about 40-50% of what we read within about 15 minutes unless we take measures to recall it immediately.

