### PRR: Preview-Read-Recall

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<table>
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<th>PREVIEW</th>
<th>READ ACTIVELY</th>
<th>RECALL</th>
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<td>Before you tackle the reading, spend about 10 minutes familiarizing yourself with it.</td>
<td>Set realistic goals for how long, and how many pages, you’ll be able to read.</td>
<td>Recall mentally or recite orally the highlights of what you’ve read.</td>
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| 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. |