

JOHNSON COUNTY COMMUNITY COLLEGE  
ACADEMIC ACHIEVEMENT CENTER

**Do you find textbook reading to be difficult, boring or impossible?**

**Have you ever finished reading a textbook assignment and then realized that you couldn't remember what you had just read?**

## Try the Three Stages of Textbook Reading

### (Stage 1: Preread the assignment)

Steps	Benefits
<ol style="list-style-type: none"><li>1. Read chapter title.</li><li>2. Read introduction.</li><li>3. Read bold-faced headings.</li><li>4. Survey the graphic aids.</li><li>5. Read summary.</li><li>6. Read end-of-chapter or study-guide questions.</li></ol>	<ul style="list-style-type: none"><li>• Allows for sneak preview of the assigned reading</li><li>• Provides basic background which improves memory</li><li>• Increases comprehension during Stage 2</li><li>• Increases reading rate during Stage 2</li></ul>

### (Stage 2: Careful reading with note-taking)

Steps	Benefits
<ol style="list-style-type: none"><li>1. Actively read from one bold-faced heading to the next.</li><li>2. STOP!</li><li>3. Ask yourself the following: What do I need to know about (topic of heading)?</li><li>4. Take notes only on the answer to that question.<ul style="list-style-type: none"><li>• In-book notes</li><li>• Out-of-book notes</li></ul></li><li>5. Repeat steps 1-4 until entire assignment has been completed.</li></ol>	<ul style="list-style-type: none"><li>• Self-monitor comprehension</li><li>• Learn as you actively read</li><li>• Note only key information</li></ul>

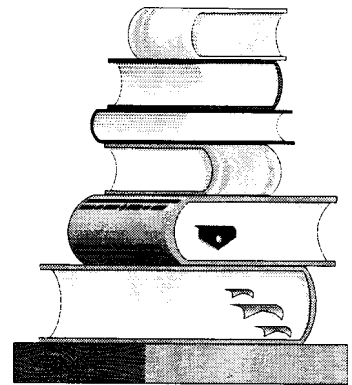
## (Stage 3: Review, review, review

Steps	Benefits
<ol style="list-style-type: none"> <li>1. Immediately after reading material.</li> <li>2. Before lecturer begins.</li> <li>3. Before starting next reading assignment.</li> <li>4. Weekly until last exam over that material.</li> </ol>	<ul style="list-style-type: none"> <li>• Focused review</li> <li>• Regular distribution of learning</li> <li>• Greater mastery of material</li> <li>• Transfers material into long-term memory</li> <li>• No more cramming sessions</li> </ul>

The three-stage system to textbook reading is only one of many systems. The steps listed are generic and should be modified according to the following:

- Book characteristics
- Purpose of reading
- Reader's background and learning style

To learn more about textbook reading or taking either in-book or out-of-book notes, stop by the Academic Achievement Center. AAC 100 Study Skills and AAC 101 Study Skills Mini-Course include information on effective techniques for textbook reading.



ACADEMIC ACHIEVEMENT CENTER  
LIB 227 (913) 469-8500, ext. 3320 or 4589

**Hours:**

Fall & Spring:	Mon.-Thurs.	8:00 a.m.-8:00 p.m.
	Fri.	8:00 a.m.-2:00 p.m.
	Sat.	9:00 a.m.-1:00 p.m.
Summer:	Mon.-Thurs.	8:00 a.m.-8:00 p.m.