

# “Steps to Effectively Reading Your Textbook”

## AP Human Geography/Geography D

1. Pick the correct reading environment, TITLE your notes (Chapter #, Key Issue # and Page #'s)

### 2. PRE-READ

- a. SKIM the graphics and headings.
- b. What are the focus topics for this reading?
- c. What do you already know about this topic?
- d. What are the key terms? (define these in your notes before completing the next step)

### 3. WHILE YOU ARE READING...

- a. From your pre-reading you should know the focus points of the reading. Now read with the following questions in mind:
  - i. What are the topics?
  - ii. What is significant about each topic?
  - iii. How is each topic related to other topics and topics in this section?

#### 1. Focus on the following when TAKING NOTES:

- a. Headings and titles to narrow your focus!
  - b. Key Terms
  - c. Causes/Effects
  - d. Pros/Cons
  - e. Compare/Contrast
  - f. Reasons
  - g. Similarities/Differences
  - h. Models/Philosophies/Theories
  - i. Outcomes/Results
  - j. **Examples**☺
- iv. STOP after each subsection and take notes IN YOUR OWN WORDS. (Do NOT take notes as you read, but instead pause after each section and then write down your notes for that section. This will also serve as a self-check to see if you have processed the information. Be sure you also pay attention to visuals! Read the captions for examples and further explanation of text.

### 4. Immediately AFTER you read- REFLECT and QUICK REVIEW

- i. What is most important? Star or highlight the related notes.
- ii. Reread your notes in full to make sure they are sufficient. Add notes as needed.

**GOAL- Complete steps #1-4 (listed above) by each reading due date.**

### 5. STUDY...1-2 days after reading- review your notes again!

- b. Reread your reading notes again within 24-48 hours of reading.
- c. The review should be short, but is ESSENTIAL to retaining the material.

### 6. STUDY AGAIN...1 week after reading- review again!

- a. A few days after the material has been addressed in class go back to your notes and review them again. Relate them to class discussions and/or current events.