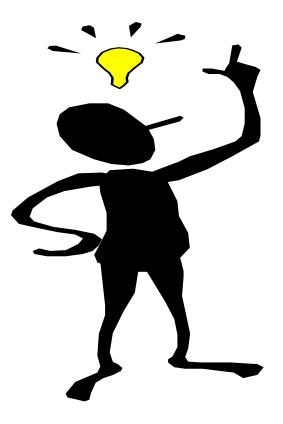


Reading for University Workshop



Seven Principles of Reading & Learning

We read and learn best:

- 1. When we are interested in what we are reading.
- 2. When we are actively engaged with what we are reading.
- When we practice *Elaboration* by associating new material with material we already know. It is establishing meaningful connections that allow for later retrieval of the stored information. It is accomplished by:
 - Thinking about the meaning
 - Not icing relationships
 - Noticing differences
- 4. When we organize material rather than just trying to assimilate it randomly.
- 5. When we try to form visual images of the information that we are trying to learn.
- 6. When we underst and what we are reading.
- 7. When we review what we have learned from our reading. Repetition improves memory, especially if:
 - Elaboration is used each time
 - We recite from memory rather than just using recognition
 - Repetitions are distributed over time

Before You Read the Chapter

Reading a textbook without knowing why you are reading it or what the relevant points are can be very boring and can often result in your mind wandering and little information being absorbed.

1. Prepare	- Decide to read the assigned chapter before the relevant lecture
	 You will get more out of your lectures if you know what the professor is talking about ahead of time
2. Change your Thinking	 Consider the chapter reading as exam preparation Congratulate yourself for starting to prepare for your exams so much in advance
3. Think of Motives	 Ask your self: Do I need to read this text? This chapter? Why? What role does it have in the course? Is it a primary source that will be tested on, or is it a reference used in case of problems? If I am tested on this text, what format will the test be in (m/c, short answer, essay)? Answering these questions will influence your approach to the text
4. Raise your Level of I nt er est	 You will be more engaged with the reading if your interest is high Interest increases if you can identify personally relevant purposes for the reading Draw up a list of personally relevant reasons What do you want to get from it? What is the value of this material to you?
5. Schedule Time	 Decide how much you are going to read and give yourself a time limit Work expands to fill the time available With a self-imposed time limit, you may work harder concentrate more, and have more free time after
6. Survey	- Survey the chapter before you read it to see what is involved

6 Strategies to Get You in the Right Frame of Mind

Survey Reading

Survey reading is a method of reading where you break down all of the parts in the chapter to activate prior learning and assist in the learning process. By breaking down each element and creating questions and concept maps, you are able to absorb more of the information and end up creating resources to help you study at a later time.

Step 1: Title	Read the title and subtitles of the chapter
	- Use the title to activate prior learning
	 Write down what you think the author will
	cover in this chapter
	 Write out what you already know about the
	t opic
	 It may be helpf ul to use a concept map
	- We learn best when we associate new knowledge with
	prior knowledge; this exercise is important to the
	learning process
Step 2: Introduction &	Read the introduction and conclusion of the chapter
Conclusion	- From memory, write down what the chapter is about
	 A concept map could prove usef ul
Step 3: Headings	Flip through the chapter, just looking at the headings
	- If there are no headings, read the first and last
	sent ences of each par agr aph
	- See if you can add more detail to your concept map
	- Use these headings to formulate questions that you want
	t o have answer ed
	- If your text provides questions, read these and be
	prepared to answer them at the end of the reading
	- Having questions will help you read with purpose and as a
	result, help you concentrate and learn more
St ep 4: Topic Sent ence	Read the topic sentence of each paragraph
	- This will give you an idea of the main ideas and
	arguments of the chapter in sequence
Step 5: Pictures, Charts,	Look at the pictures, charts, diagrams, etc.
Diagrams, et c.	- Read the brief descriptions that accompany them
Step 6: Break	Take a 10 minute break
	- After all that concentration, your brain needs a rest
Step 7: Read	Read the chapter!
	- With all your preparation, the chapter should fly by

7 Steps of Survey Reading

While you Read the Chapter

The key to effective reading is to be as actively engaged in the process as possible. There are many different strategies you can use. Choose the ones that work for you.

Learning Strategies:

• Continue to activate prior learning while you read.

When you come to a new heading or sub-heading, ask yourself what you already know about the topic or what you anticipate is going to be covered

After You Read the Chapter

If you have used a number of the strategies so far, review should be easy.

• Try to find some time once every two weeks to review what you have recorded. This is superior to cramming at the end.

Improving Your Concentration

The ability to concentrate while performing academic work is critical for academic success. Try the following strategies for improving your focus.

Environment	 Try to find a comfortable, temperate, well lit and ventilated study environment, free of distractions Find a place that you use exclusively for study so that the environment becomes associated with concentration Avoid studying in bed, so it is associated with sleep
I gnor e Dist r act ions	 Controlling the impulse to attend to distractions will increasingly make them less distracting Try not to get annoyed with distractions, that will make them more influential
Deal With Worries	 When distracted by a worry write it down, specify a time you will deal with it and imagine yourself putting it into a jar you can open when you need to Relaxation techniques, proper risk assessment, and a specific time where you do all your worrying, can help
Deal With Anxiety or Depression	- These two emotional states interfere with your ability to concentrate. A counselor may help in this situation.
Increase Your Motivation	- The more motivated you are to learn, the easier it will be to concentrate
Honour Your Body	- Your mind will be more inclined to concentrate when your body receives proper nutrition, regular exercise and adequate sleep
Set SMART Study Goals	- You'll be inclined to concentrate when your study goals are Specific, Measurable, Acceptable, Realistic, and Time limited
Peak Time	- Note when you study best and schedule your more demanding or less interesting material for these times
Breaks	 Regular breaks will give your mind a rest Gradually increase study time in between breaks
Reward Yourself	 Est ablish a reward system for concentrated study time Rewards should be positive and an immediate result of concentrated effort
Use Active Study Methods	- Ask yourself questions, dialogue with your material, quiz yourself, summarize, take sides of an argument, critique