

## **Textbook Skills**

1. **Previewing your textbooks/Get to know your textbook**
  - a. Table of Contents
    - i. Units
    - ii. Chapters
    - iii. How are they organized?
    - iv. What are the relationships between topics in chapters?
  - b. Glossary
  - c. Appendixes
  - d. Index
  - e. Visual Aid
  - f. Study Aids
  - g. Chapter Summaries
  - h. Vocabulary Lists
  - i. Margin Notes
2. **Pre-read the Chapters**
  - a. Skin the material
    - i. Read the Introduction
    - ii. Read the titles and subtitles
    - iii. Read the words in italics/boldfaced print
    - iv. Read margin notes & quotations
    - v. Read conclusions/summaries at end of chapter
    - vi. Read questions at the end
  - b. Identity new vocabulary words
  - c. Formulate questions of your own
3. **Reflect while reading**
  - a. How does this relate to what I have already learned in class and through reading?
  - b. How does this relate to what I have learned in other classes?
  - c. How does this relate to my own experiences?
4. **Skeleton Notes**
  - a. Highlight reading
  - b. Make notes on the Margins
  - c. Create skeleton notes of Main Topics & Supporting Main Ideas
5. **Write a Short Summary**
6. **Answer Questions at end of the Chapter**