1) First **recognize** that reading may be the most **demanding** work you will do in college.

2) **Get into the material more often but for shorter periods of time** because learning is improved by changing tasks each hour and by spreading the work over time.

3) **Establish a context** with an overview of the material to improve comprehension and retention. Read the introduction, headings, charts, graphs, diagrams, conclusion, & summary; then take a minute to think about the material before beginning to read in depth.

4) **Read with a purpose.** Establish a list of questions by turning the headings into questions--and read to answer these. Put ticks in the margins when you think you've found answers. (It's better **not** to take notes, highlight, or underline at this point; you won't know which are the most important points until you are finished.) **Take one more run through**, focusing on the ticks in the margin and now deciding which are the most important points; **now** you can make an informed judgement, so it's appropriate to highlight, underline, or take notes.

5) **Review the material** daily, weekly, & monthly well before the next scheduled test.