

READING IS HOMEWORK

- Never read academic material in bed.
- Never make reading your last task for the night.
- Always read with a pen and/or a highlighter. Be sure to jot down ideas in a notebook.
- Use your glossary, table of contents and a dictionary.
- Circle, question and underline specific passages.
- Make a list of questions for the teacher.
- Write a short summary after each paragraph or page.
- If you are tired or daydreaming, try reading aloud.
- If you are not allowed to write in a text, use post-it notes or Xerox materials.

NOTETAKING

- Learn a personal code.
- Abbreviate and use symbols.
- Never write out a whole sentence unless the teacher stresses the idea.
- Re-write your notes for homework.
- Learn to discriminate between major and minor ideas.
- Sometimes just listen.
- Always copy anything on the board.
- Ask to see another student's notes to verify information and to learn other styles.