Andrews University Logo

Study Skills Series

Sponsored by the Master of Divinity Program

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**Part III**

**Reading to Remember**

The 2 most important elements about “Reading to Remember”

• Attention

• Rehearsing and reviewing

You can use any one of these strategies to remember what you need to know. However, combining several strategies is much more effective.

1. **Set a goal for your reading.**

• Why would I need this when I’m done?

• Do I need detailed facts like: names and dates?

• Pay attention to your class assignment. It will tell you in part what you need.

• Often you can find valuable information in the book itself like: in the introduction,

Cover jacket, etc. It tells you what the content will be

• Use all these tools to set a goal.

1. **Make sure you understand.**

•Pause often and ask. Did I get that?

•Vocabulary. If you can not define it, it’s probably too hard for you. You may want to start working on the definitions first. If you don’t understand 2% of the words, perhaps it’s too hard.

•Another issue that makes it difficult is the complexity of the sentences.

•Lastly, the way it’s organized.Make sure you understand the way the book is structured. Some books may be written in layers like an “onion”. You need to go through the layers first, and the most important part is in the center.

1. **Connect to what you already know.**

•Here is a great reading tip. Stop and ask yourself about the topic and it’s thesis. Ask, what do I already know about this?

•Evaluate what you knew compared to what you are reading. Or, I knew that part but not this. Or, you can correct/disagree. Why does this author say something else?

1. **Reduce the information (select what you need to know).**

•Choose what you need to remember.

•You may not be able to read all in the time you have. Therefore you need to reduce it and then make an easy way to review it. Highlight, make notes, make it easy to remember.

**A tip about highlighting.** Think about doing it 10% of the time or less. Highlight just a small amount of key ideas. Then when you review it, it becomes an effective study tool.

1. **Organize the information (and reorganize it).**

•Write a summary. Make an outline. Chart a timeline. Create a comparison chart.

•Do all this on paper or mentally. But organize what you are learning so that it will make sense to you.

1. **Review effectively.**

•It’s best to review immediately so it will be fresh.

•Read a page or a chapter and then review.

•You should be reviewing again within 24 hours. It takes organization and attention.

•Review by parts, sections or chapters. It’s easier thanto try to review the whole book.

•Some students review when they play, walk or do the laundry. This way you are accomplishing 2 things at the same time.

•Strategy. Reduce what you have learned to one page. Then reduce it to a quarter of a page, then to an 8th, then to an index card. In some cases review every two or 3 days until is really solid.

1. **Apply the information in some way.**

•How can you apply theoretical, abstract material?

•Teach it to someone. Imagine teaching it to you mom.

•Write a response to your reading whether is required or not.

•Think on how you can use it in a sermon or own life, prayer life, ministry life, etc.

**Sleepiness:**A good strategy is to break your reading into small sections, then take a break.

Also, you need to convince yourself that you really want to do this. Make a game out of organizing or picking the information that you want from it.

One bad habit of reading is read and read w/o reflecting or taking breaks.

Another is when you don’t understand the material and still continue on.

For additional resources, write to: [success@andrews.edu](mailto:success@andrews.edu)

Ask for resources in reading for study skills.