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2. Annotate. Write down any thoughts or questions that come to you as you read. Try to answer the questions as you continue reading.
3. Highlight or underline the main idea of the reading and the major points that support it.
4. Highlight, underline, or circle key terms and other things that seem important.
5. Highlight, underline, or circle words and ideas that seem difficult or are new to you. Don't be afraid to look things up!
6. Write down a short summary of each paragraph or section. Even three- or four-word summaries will help you remember what you read and make it easy for you to find a particular section again later on.
7. Try to answer the questions you asked when you were previewing the text. Do they still seem relevant? Do you have new questions that require further reading or thought?

Review: Think about the material after reading the text fully.

1. Write an objective summary, where you summarize the main idea and important points of the reading but do not give your opinion.
2. Write an evaluative summary, one where you not only summarize the main idea and important points, but also evaluate the author's argument, effectiveness, or bias.
3. Review your annotations and other marks and try to put everything together and draw conclusions about the text.
4. Try to connect the reading to something else. Think about how it fits in with what you're learning in the class overall.

Practice: