5 Steps of the Reading Process

1. **skim / preview**
   - Look at:
     - title/subheadings
     - length of the text
     - pictures/graphs/tables
     - 1st section/para./sent. (depending on the length of the text)
     - 1st parts/sentences (depending on the length of the text)
     - last section/para./sent. (depending on the length of the text)
   - Keep in mind: Overview

2. **read quickly without stopping**
   - This allows you to complete the text. You should not stop for unfamiliar vocabulary at this point (unless you become completely lost in the text).

3. **read again + look up nec. vocabulary**
   - Read through the text again. This time you should stop to look up words that block your understanding of the sentence, paragraph, or text. (Do not look up every unfamiliar word.)

4. **read again + annotate**
   - Read through the text again. This time you should highlight or underline the main ideas + important details. As you do this, also add a marginal note (i.e. a keyword or key phrase in the margin) in your own words.

5. **study**
   - Once you have completed your reading, you can use your marginal notes to study the text. It is best if you do this periodically (for just a few minutes) instead of waiting until right before a test.