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| 1. Skimming | 1. Look at smaller sections of a larger work, such as paragraphs, or even phrases, to understand their meaning, before attempting to make sense of the whole thing. |
| 1. Scanning | 1. Using knowledge of the subject matter to make predictions about content and vocabulary and check comprehension; using knowledge of the text type and purpose to make predictions about discourse structure. |
| 1. Chunking | 1. Look only at the general layout of the work. What is the format? Does it contain relevant headings, citations, illustrations or graphs? |
| 1. Context Clues | 1. Write notes in the margins of the article or book you are reading. You might include definitions, questions, or restatements of ideas in your own words. Also, highlight and underline key words, dates, ideas, citations, etc. |
| 1. Annotation | 1. Stopping at the end of a section to check comprehension by restating the information and ideas in the text. |
| 1. Previewing | 1. Search the article for specific information relevant to your research: dates, names, locations, discipline-specific terminology, etc. |
| 1. Predicting | 1. Reviewing titles, section headings and photo captions to get a sense of the structure and content of a reading selection. |
| 1. Guessing | 1. Use other information present in the text to determine meaning of unfamiliar vocabulary or ideas. |
| 1. Paraphrasing | 1. From context using prior knowledge of the subject and the ideas in the text as clues to the meanings of unknown words, instead of stopping to look them up. |