1

Make sure you understand the type of text you have. Ask yourself: What type of work am I reading? Is it information-based, like a newspaper, textbook, or manual? Or is it more creative/artistic, like a novel or short story? This matters![1]

- For instance, if you're reading to follow instructions (like a recipe or assembly guide), you'll need to understand the exact meaning of each step.
- If you're reading a text that has lots of information, like a textbook, then you'll be reading most of all for new information on things you don't know or understand.

2

Decide on the purpose of your reading. The reason why you're reading has an impact on how you read. For instance, reading a novel for a class can be different than reading a novel for pleasure, since you'll be expected to understand and remember the text rather than just enjoy the experience of reading it. Ask yourself: What am I reading for?[2]

- If you're reading to gain information (for instance, to meet work or school requirements), you'll probably want to try extensive techniques.
- If you're reading to practice pronunciation, learn vocabulary, or study grammar, you'll

3

Scan your reading before you begin. Whatever the purpose of your reading is, taking a few minutes to look the piece over is very helpful. Check and see how the work is structured and presented. These are easy ways to increase your understanding.[3]

- Does the work have a title?
- Is there a table of contents you can scan?
- Is the work divided into separate sections?
- Does the work have any "extras," like bolded key words, illustrations, or graphs?

LIVEWORKSHEETS