

SEN-SRN Conversion Course
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Study Skills Module

Effective Reading – Understanding Organising & Integrating Information



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Lecture Overview

Effective reading & Understanding Text

- Prioritising Reading Material
- How to Prioritise?
- Effective reading - SQ3R system

Note taking from texts

Note taking from lectures

Organising and Integrating Information

Introduction

FACT: Throughout the course you need to read a great deal of material but it is frustrating when you....

- Discover material read is not relevant or useful
- Realise you are not understanding what is read especially when tired, stressed, material difficult or tedious.

• Important to learn to ...

- **Be selective what you read**
- **To read quickly**
- **Be able to comprehend what is written**

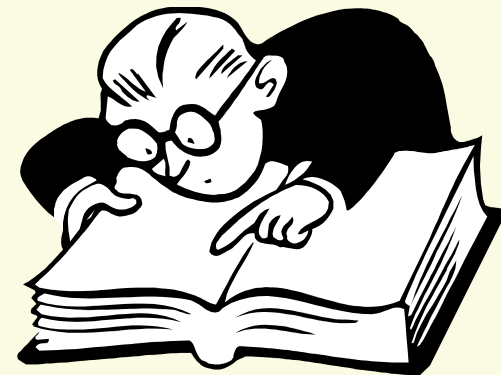
Prioritising Reading Material

Expected to read a lot

Not possible to read everything

Therefore be...

- **Selective &**
- **Prioritise reading**



How to prioritise.....

Step 1

- Clarify with tutor which material is essential and what is recommended
- This will enable to select the most important passages

Step 2

- Consult your diary or notebook and establish targets for each text to be read

Step 3

- Before deadline of completing reading, note down content
- Take brief notes from the abstract or summary in journal articles or from content page in case of a book

Effective reading

- 📄 **Make sure to keep a pen and paper handy to take notes while reading**
- 📄 **If notes are yours you can highlight them by a highlighter pen to emphasise points**
- 📄 **Not sensible to highlight notes that may be used in the future for other purposes**



One System for effective reading

SQ3R

Survey, Question,
Read, Recall and Review



Survey:

- Survey the whole text, useful to start by abstract or content page taking notes of headings, diagrams, tables and summarised sections etc.

SQ3R - cont'd

 **Question:** After surveying reflect on what read

- Decide what points contribute to what learnt
- Decide which points you need to re-read
- Write down initial thoughts - Ask yourself if helpful

 **Read**

- Second time read more slowly
- Read only sentences pertinent to you
- Look up words you do not understand
- Write down definitions
- Make sure you understand what read
- Ask your subject co-ordinator what you do not understand

SQ3R - cont'd

Recall:

- Reflect on what read and put into context
- Be absolutely clear you understood the text
- Reread confusing sections
- Go back to notes and make sure they make sense



Review - Most important stage

- Helps to clarify ideas, ensure not missing important points
- Involves going through SQ3R the 2nd time,
- Process tedious but worthwhile

Note taking from texts

- 📄 *Make sure to take notes when reading*
- 📄 *From your text book or article:* Form key headings
- 📄 *If notes are not yours* - do more comprehensive notes
- 📄 *Notes for essay or project:* Notes may include as to where they are relevant and may be included e.g. in introduction,, discussion etc.

Note taking from Lectures

Important for 3 reasons

- To recall lectures in future
- Will help clarify the material discussed
- Can help your concentration



Different Lecturers different systems

 Ascertain whether handouts are available or not

 Develop shorthand system which is consistent

 Make dash if you do not understand & ask after

 Leave margin for notes, asterix where stated as important

 Read through notes after lecture, rewrite your own

 Ask for clarifications in the following lecture of previous

Organising & Integrating Information

- ❏ Useless if notes not referred at, or not well filed
- ❏ Important to organise material your way
- ❏ Ring binders - still most effective
- ❏ Separate binder for each major subject
- ❏ File notes as soon as done
- ❏ Write content page in each binder

