

PRE-READING NOTES



Guidelines: Follow the steps listed in the left column as you pre-read the assigned material. Write your notes/answers/comments in the right column.

Directions	Notes
1. Specify the title and author of the work that you have to read.	
2. Find and write down all important information from the front page of the assigned material.	
3. Go to the end and review the study questions.	
4. Go back to the beginning and write down all the questions you have to focus on.	
5. Read the opening paragraphs or introduction and summarize them in a few sentences.	
6. Go through the chapter, scanning all the headings and subheadings. Write down the main headings.	
7. Read the first sentence of each chapter. Then scan the text, paying attention to all images, charts, graphs, maps, and figures along with their captions.	
8. Read the last paragraph or conclusion. Write down three main points that you can single out.	
9. Finally, carefully read the entire chapter and make notes.	
10. Think about the main question that this chapter intended to answer and write it down.	