

## HOW TO READ A BOOK

**Preview:** Begin with a quick overview: skim the table of contents and headings. Observe the book cover and allow your mind to question the reasons for design.

**Ask Questions:** Before reading a chapter, review the preceding one to review. Find a purpose for why you are reading the next chapter. What is happening? What do you think will happen?

**Read Aloud:** If you are someone who struggles with reading, start the book by reading aloud, at least until you are into the story.

**Read Actively:** Mark up the book with margin notes, highlight sparingly, write summaries at the end of the chapter.

**20% Highlighting Rule:** Mark only important moments in the book: new characters, actions, clever dialogue, memorable quotations. Highlighting too much actually means you are not retaining the information of the book. Selective highlights means you have been an active reader.

**Focused Attention:** Memory formation requires attention, so remove or minimize distractions: silence your phone (or better yet, put it away from you), use a physical book, do not listen to music or have a show on while you are reading.

**Have an Open Mind:** Before casting judgment on a work, give yourself time to adapt to the story and hear the author's voice.

**Pacing and Chunking:** If you are new to reading, don't try to plow through; read in focused segments.