

The Reading Methodology

Step	Explanation
1 Establish purpose	Determine why you're reading the material.
2 Set learning objectives	Determine what you want to learn from the reading.
3 Set performance criteria	Determine how you'll know you read successfully.
4 Estimate time involved	Browse the reading to determine the level of difficulty, and how long it should take you to complete the reading.
5 Vocabulary terms	Browse the reading for vocabulary terms that are unfamiliar (keep a dictionary handy to look up unfamiliar words and write down definitions so you can refer back to them).
6 Outline	Survey the structure of the reading, so you understand the organization of content.
7 Quick Read	Complete a quick reading, largely skimming the content for the author's purpose, intended audience, type of writing and key emphasis areas (diagrams and pictures) to prepare for developing initial questions. Note any questions you have as you begin to read.
8 Comprehensive Read	Read carefully using your initial questions, taking notes and highlighting important passages, annotating in the margins and marking difficult passages to answer your questions, formulate new questions, and support your ideas.
9 Inquiry Questions	Elevate the inquiry to higher levels of learning, so more significant issues can be addressed by applying this knowledge.
10 Synthesis	Think about what you've read, combine the parts, sections, or ideas into a whole and produce learning around your learning objectives.
11 Integration	Integrate new information you've learned with your existing knowledge base to find new ways to apply this knowledge in your life.
12 Assessment	Assess your progress. Did you meet your learning objectives? How long did the reading take? How could you improve your reading performance in future?