Three steps to help you become an efficient and effective reader

**Preliminary Reading**
- Familiarise yourself with the text to understand the overall content and its relevance to you.
  
a) Identify the author, type of publication, and date of publication. Consider how reliable and current the information is.
b) Read the abstract, executive summary or any other overview to identify the:
  - Topic
  - Overall argument
  - Approach
c) Skim the whole text noting signposts such as:
  - Headings
  - Tables and graphics
  - Keywords (use word search)
  - Topic (and concluding) sentences
d) Read the introduction and conclusion

**In-depth Reading**
- Critically engage with and understand the text, the relationships between ideas and how evidence is used to support positions.
- Read the text in some detail but do not get stuck at any one point. Highlight parts you don't understand and move on.
- As you read, you can annotate the following:
  - Key points, particularly the overall message
  - Points where you agree or disagree
  - Areas you don't understand
  - Any ideas the text gives you
  - Cited texts that you would like to read
- You can also take notes separately, in which you:
  - Note main ideas and structural text stages
  - Include page numbers
  - Note any questions or disagreements
  - Use graphics - tables, arrows, diagrams etc.
  - Relate new ideas to what you already know
  - Write in your own words (paraphrase) preferably in full sentences

**Pulling it all together**
- Confirm understanding, formulate your position and understand how the content relates to other texts.
- Based on the work you did in steps 1 and 2 and referring back to your annotations and notes articulate the following.
- Bibliographic information:
  - The type of text
  - The purpose
  - Who wrote it
  - The audience
- Content:
  - The overall message
  - The evidence for the overall message
  - Any issues with the overall message and the evidence as it is presented
- Your view:
  - Whether you agree or disagree and why
  - The relevance of the text to your study
  - Connections to other information or ideas on the same topic