Dear Murphy Institute Students,

This week I am repeating a tip I offered last semester. It is both a preview of what will be covered in Saturday’s Virtual Workshop on Reading Difficult Texts and a useful reminder for how to make your reading more efficient.

Usually, when we read something, we read it the way we would a novel: start on the first page and read from front to back. However, when we read articles or textbooks, we can start anywhere we like or skim through to get an overview of what the reading is about. This technique is known as:

**Previewing**

Previewing is a quick overview of the material and what it will cover.

**So, how do we Preview?**

Take 5-15 minutes to:

- **Read** the title, table of contents, headings, sub-headings, and any key words **bolded** or **italicized**
  - They summarize topics that the entire reading or each section will explore

- **Ask yourself** questions about the title, heading, sub-heading, and key words:
  - “What do I think this book/section will be about or explain?”
  - “What do I already know about the subjects of each section?”
  - “What do I think this key word means?”

- **Skim** the first paragraph (or introduction) and the last paragraph (or conclusion/ summary)
  - These areas usually offer context and/or the main ideas of what is covered in the reading

- **Now** that you have a general sense of what the reading will be about, decide:
  - Which sections should you read first?
  - Sometimes it makes more sense to first read a summary at the end of the article
  - Which sections are irrelevant and that you can just skim?
  - Which sections should you spend most of your energy in?

**Once you preview, you are prepared and ready to strategically tackle that pile of reading!**

If you have questions or want to put this into practice, feel free to contact me! 😊

---

**Sign Up for a One-On-One Tutoring Session**

1. Visit [mywco.com/murphyinstitute](http://mywco.com/murphyinstitute)
2. Register for an account
3. Log in and select the “Murphy Queens Writing Center” calendar.
4. Choose any of the available white rectangles.
5. Fill out the form with your assignment info.

**Attend the Student Success Workshops**


Jean Soto, Writing Specialist

Jean.Soto@qc.cuny.edu

(929) 265-2101