Murphy Institute Students,

Do you remember early September, when all the leaves were green, the wind was warm, and the class-reading still felt doable? Those were simpler times. Now, it is mid-semester, the reading has piled up, and you have to carve out time in your busy schedule to read everything assigned… Or do you?

What if I told you that you can still get the most from your reading without reading everything?

Let’s bring it back to the beginning, to an important part of the reading process we often skip past:

**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)
  - Our goal is to understand what the author is saying, so it helps to see how they start and how they plan to end
- **Now that you have a general sense of what the reading will be about,** decide:
  - Which sections should you read first?
  - 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 want to put this into practice, feel free to contact me or stop by! 😊

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

1. Visit murphy.mwconline.net
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.

I look forward to seeing you soon!

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