Dear Murphy Institute Students,

Ever start reading a text and feel already overwhelmed by the first paragraph or two? If you usually jump into reading, try this week’s previewing tip to help you get the big picture before you start tackling the text!

**Outline Your Text**

When there is no table of contents, create your own outline to get an overview

**Before you read the first paragraph:**

1. **Skim** the title, headings, and sub-headings of each chapter or section
   - They summarize topics that the entire reading or each section will explore
   - Note how many pages each section is

2. On a separate document, **list** the title, headings, and sub-headings
   - For example, if I were reading *Monster Culture (Seven Theses)*, my list would be:
     - Title: Monster Culture (Seven Theses)
     - Introduction (less than 1 page)
     - Thesis I: The Monster’s Body is a Cultural Body (2 paragraphs)
     - Thesis II: The Monster Always Escapes (1 ½ pages)
   - This gives me a big picture of what the author will discuss throughout

3. Before you read, **analyze the list**
   - What do you know about the key words and topics on the list?
   - Are there any sections significantly longer or shorter than the others?
   - Does the order of the sections make sense to you? Why or Why not?
   - What do you expect each section to cover?

This may take 5-to-15 mins depending on how long the text is, but once you have this big picture, you will be better prepared to read!

**Try using the list you create to organize your notes as you read!**

As always: Remind yourselves what you have accomplished, and Best of Luck!

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

1. Visit [https://murphy.mywconline.net/](https://murphy.mywconline.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.

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