

Previewing

A mark of an efficient reader is being able to select quickly the skills you need to read a particular selection in keeping with the purpose you have for reading it. To select proper skills, you must spend some time thinking about a selection or book before reading it completely. This thinking process preceding a reading, based on certain questions that you may raise about the selection, is called PREVIEWING. Previewing should help you to form several opinions about the material to be read:

- an estimate of your interest and background for it,
- the level of comprehension needed to satisfy your purpose for reading,
- the kinds of skills that will help to accomplish your purpose,
- the rate at which you can read the material effectively.

You may find that a preview will give all the information you need, or it may show just what part of the selection will contain the ideas you are looking for.

How to Preview:

- Read the lead-in
- Read the subheadings
- Occasionally read the first sentence after a subheading
- Write down questions that you expect to be answered by your complete reading

Use these questions to help you with your thinking while you are previewing:

- Am I familiar with the topic of the selection?
- Does the selection appear to be written in a fairly easy style, or will it require careful concentration to follow its meaning?
- Does the vocabulary appear to be simple or technical?
- Is the selection literary in style, or factual and/or scientific?
- For high comprehension, would I need to read material of this type slowly and carefully, or could I read at an average or comparatively rapid rate?
- What seems to be the writer's purpose?
- What is his/her main idea?
- What significant questions can be answered from the selection? (At least 4 or 5)