Seven-step system for maximum reading comprehension effectiveness

1. Survey

- Think about the title: "What do I know?" "What do I want to know?"
- Glance over headings and first sentences in paragraphs.
- Look at illustrations and graphic aids.
- Read the first and last paragraphs.

2. Question

- Write down any questions that come to mind during the survey.
- Turn the title, headings, subheadings, illustrations, and graphic aids into questions.
- Write down unfamiliar vocabulary words and determine their meaning.

3. Read Actively

- Read to search for answers to questions.
- Respond to questions and use context clues for unfamiliar words.
- React to unclear passages, confusing terms, and questionable statements by generating additional questions.

4. Respond

- At the end of each each section, reflect on the reading and answer the questions you posed.

5. Record

- Underline key concepts and take notes however is most effective for you.

6. Recite

- Look away from the answers and the book to recall what was read.
- Recite answers to questions aloud or in writing.
- Reread text for unanswered questions.

7. Review

- Answer the major purpose question.
- Look over answers and all parts of the chapter to organize information.
- Summarize the information learned by drawing flow charts, writing a summary, participating in group discussion, or by creating a mock test.

