Success Center	How to Read a Textbook Checklist

Reading Purpose:

[ ] I am reading to preview the chapter for class

[ ] I am reading to take notes

[ ] I am reading to prepare to write a summary

Textbook Features:

[ ] I know the title of this textbook (on the cover and inside page)

[ ] I know where the Author, Publication Date, and Publication city is located (inside page)

[ ] I found and read the book "preface" (front of the textbook)

[ ] I know where the table of contents is located (front of the textbook)

[ ] I know how many chapters are in this textbook (front of the textbook)

[ ] I know where the glossary (list of important terms and definitions) is located (back of the book)

[ ] I know where the Credits page is located (back of the book), which includes important information for citations

[ ] I know where the Appendix (supporting information) is located (back of the book)

Textbook Chapters:

[ ] I am able to locate every chapter and the associated page number(s)

[ ] I read each chapter's objective (typically found on the first page of the chapter)

[ ] I read all the chapter headings and sub-headings

[ ] I read and understood vocabulary/new terminology in the margins of the pages, commonly in **BOLD** face

[ ] I read and understood each table/chart in the chapter and related text

[ ] I look at pictures in the chapter and read the captions

[ ] I read and understood each graph in the chapter

[ ] I used the exercises and quizzes at the end of each chapter