

COLUMBIA COLLEGE
Document/Book/Text Review
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Title: _____

The following steps may be used to help you when reading, and/or reviewing a document, article, book, or chapter from a textbook.

1. Begin reading the document by concentrating on what exactly the author is trying to share. Some refer to this as reading for comprehension.

Students, who are reading a textbook, should pre-read chapter objectives, titles, sub-titles, and headings. They should also preview charts, pictures, graphs, and chapter summaries before they start to read the full chapter.

word

2. Underline or highlight words, phrases, or sentences that have been bolded and/or you feel are insightful, meaningful, and/or worth remembering. In order to do this you will need to pause, reflect, and then take the time to re-read it while underlining. This will help you retain important information.

[

3. If you feel an entire paragraph, chart, graph, etc. is extremely important then draw a block in the margin beside it so that it will stand out. See example on the left.

→

4. When you feel something is even more important to remember, then place an arrow (→) in the margin beside it. This will help it to stand out and attract your attention later when you are reviewing the document on your own or sharing it with others.

* →

5. When you feel something is extremely important to remember, then put an asterisk (*) in the margin beside your arrow. You could put two or more asterisks for those exceptional words, etc. that have even greater importance to you.

Notes

?

Wow

!

6. Write brief notes in the margin that paraphrase what you read. These notes may include symbols that indicate concern (?) about a statement or indicate that you need to better understand a portion of what you read (?). You may also use words (Wow) or symbols (!) that describe new ideas or future actions you may want to consider or discuss with others and do not want to forget.
7. After you have finished reading the document, take the time to briefly review what you underlined, [, →, or *. This will further increase your ability to retain this information.
 - Next look at your critical comments or words of concern (?) to ensure your wording is such that when you return to it in a week, month, or year that you will understand what you were concerned about.
 - Review your questions (?) to ensure that when you refer back to them that you will understand what you were questioning or did not understand.
 - Follow this same process when reviewing notes regarding future actions or new ideas (!) worth remembering.
8. Next, you may share your views with others by writing a summary report/document. You may also share your views in a class or group discussion or at a meeting. This activity may include comparing and contrasting this with other document.