

HOW TO MARK YOUR TEXTBOOK

Purpose

1. Improves your concentration and attention to the task at hand.
2. Allows you to actively read the material.
3. Helps you to distinguish between the relevant and irrelevant information.
4. Helps you to remember the important information.
5. Allows the key ideas and important information to stand out when review.

Rule for Marking:

Reading for retention:

Do not mark as you read. Read a section first for understanding and then go back, scan the information for the important ideas, and then highlight them.

Reading to extract relevant information:

Read for comprehension and highlight as you encounter relevant information for easy relocation and retrieval.

Devices for Marking

1. Circle key words or phrases (e.g., vocabulary, locator words, main ideas).
2. Underline/hi-lite major point, key phrases, important or forceful statements.
3. Bracket examples, facts vs. opinions, unusual information.
4. Vertical lines at the margin – emphasize a section with important information.

5. Star or asterisk important statements in the text.
6. Write notations in the margins of the pages to summarize the content of the paragraphs or to notate questions which the passage raised for you.
7. Transitional words (e.g., first, second, third; however, consequently) provide cues that an important point is probably following.
8. Enumerate series (sequence of points, list of items or major points).
9. Summarize graphic data.
10. Notate numbers of other pages where information regarding the idea can be found.

OTHER MARKING NOTES

<u>Mark</u>	<u>Meaning</u>
!	I know this material.
?	I am uncertain about this material.
•	Important major idea; need to know.
1 2 3	These details, reasons or examples support, add, or are important.
TEST	This is going to be on the test.
VOCAB	New word to learn and remember.
DEF	Important definition.

Adapted from: PATHWAYS: A GUIDE TO READING AND STUDY SKILLS by Helen W. Gilbert.
 *For further assistance, come to the Learning Assistance Center,

MARKING EXERCISE

EYE BEHAVIOR

One of the first things many of us learn as children is that people who lie do not look straight into our eyes. There are many folk tales like this one eye behavior. As you might guess, some are based on myth, including this one. While our eye behavior communicates many things, the degree to which we are telling the truth is not one of them. And if you don't believe us, ask a good poker player like former world champion Amarillo Slim.

In our culture, eye behavior, which is technically called oculosics, is expected to conform to certain norms. One of the most pervasive norms concerns attention. When we communicate with a person, we assume that if he or she looked us in the eyes, the person is paying attention. We should realize, though that maintaining strict eye contact is uncomfortable for some people and, as a result, is not necessarily indicative of attentiveness.

Another norm in our culture is that sustained eye contact is an invitation to communicate. Have you ever been called on in class when you did not want to be called on? Chances are you made and briefly sustained eye contact with a teacher when you are unsure about responding to the question.

Finally, eye contact in our culture commonly is associated with physical attraction. Depending on the environment, males frequently assume that if a female is looking at him, she finds him physically attractive. Lest females take this as another indication of the macho needs of males, females frequently draw an identical conclusion when being "checked out" by a male. The truth of the matter is, though, people stare. If we notice we are the primary object in another's field of vision, it does not necessarily mean the person is enamored with our physical appearances.

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Def-
Conformity
to norms (3)

2

3.