SURVEYING

- General overview of material in very brief period of time
- Do prior to reading material completely

**Purpose**

1. To provide **purpose** and **direction** when reading.

2. To **anticipate**. This leads to better comprehension and retention. Key: See **main ideas** and not get lost in detail.

3. To help **focus attention**.

4. To help **recall** previous knowledge to facilitate comprehension.

5. To become more **discriminating when marking**.

**Steps in surveying a book**

1. Read **title page**. Note title, author, and publisher.

2. Read **copyright page**. Note date, edition.

3. Examine **table of contents**. How is it organized? How are topics related?

4. Read **introduction, forward, or preface**. What is the author’s purpose?

5. Note additional **resources**: index, bibliography, appendix, glossary, etc.
Steps in surveying a chapter or an article with headings (Textbook)

1. Note **author** (if applicable), **title**, and **introductory comments** (introduction, objective, abstract).

2. Read **summary**. The summary reveals **important points/relationships**.

3. Glance over **discussion questions**. These indicate **areas of concentration**.

4. Note **suggested readings/reference books** to see if you recognize any material.

5. Read **headings** and **subheadings** to identify **topics** and **concepts**.

6. Note **enumeration**, **bold print** and **italicized words**.

7. Examine **tables** and **graphs**. They are valuable aids in **summarizing** and **clarifying** information.

Steps in surveying a chapter or an article without headings are similar with the following adjustments in reading the text.

1. Rapidly read **first paragraph** (or first few if necessary). This contains **thesis statement/brief overview** of articles.

2. Read **first sentence** of every **third or fourth paragraph** or **first sentence** of every **long paragraph**. This will identify **topics** and **concepts**.

3. Rapidly read **last or last few paragraphs**. For most selections, these summarize the main points discussed.

*For further assistance, come to the Learning Assistance Center, QLCSS 306*