

HOW TO USE A TEXTBOOK



Using your textbook the correct way will help add to a better outcome in your coursework. Get your textbooks as early as possible before your class begins.

FIRST

- A. Read the front and back of the textbook.
- B. Locate the Table of Contents (*see how it connects to your syllabi*)
- C. Locate the Appendix and the Glossary.

SECOND

- A. Skim through the chapter you are about to read
 - a. Read over subtitles
 - b. Look over any pictures, charts, or captions
 - c. Write down any bolded word on a separate sheet of paper

THIRD

- A. After every section write down one or two summary sentences.
- B. Look up any bolded word in the Glossary or a dictionary.

REMEMBER: EFFECTIVE USE OF YOUR TEXTBOOK MEANS BETTER UNDERSTANDING OF YOUR COURSE