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