

Tips for Surveying Textbooks and Chapters

To survey a textbook:

- Read the title.
- Read the table of contents.
- Read the introduction, preface, or objective.
- Look at the first and last chapters.
- Read the first paragraph of each of the other chapters.
- Look to see if there is an index, glossary, or other built-in aids.

Estimated time: 15-20 minutes

To survey a chapter in a textbook:

- Read the title.
- Read the introduction, preface, or objective.
- Read the summary.
- Read headings and sub-headings; jot down question words.
- Study all visual material (pictures, Venn-diagrams, charts, equations, etc.)
- Circle or box-in all terms that are in italics. (*The words will look like this.*)

Estimated time: 5-10 minutes.