

Tips for Surveying Textbooks and Chapters

To survey a textbook:

- Read the title.
- Read the table of contents.
- Read the introduction and/or preface.
- 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.
- Read the summary.
- Read headings and sub-headings; jot down question words.
- Study all visual material.
- Circle or box-in all terms that are in italics.

Estimated time: 5-10 minutes.

Source: Nancy V. Wood, *College Reading and Study Skills*. 3rd ed. (New York: Holt, Rinehart & Winston. 1982). pp. 69-81.