

How to Survey Chapters in Textbooks

1. What is the title?
2. What do you already know about it?
3. What are the chapter objectives or learning goals?
4. Read the first paragraph. Is it an introductory paragraph? If yes, what information does it give you about the subject and organization of the chapter?
5. Make three predictions about what you can expect to learn in the rest of the book.
 - a.
 - b.
 - c.
6. Ask one question you would like answered.
7. Is there a summary? If yes, list three important items that are described in the chapter.
 - a.
 - b.
 - c.
8. List all other material that follows the summary.

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9. If there is no summary or other ending material, such as questions or exercises, read the last paragraph. What idea is emphasized in this final paragraph?

10. Read the headings and subheadings in boldface type or the first sentence of each paragraph. Briefly list the main ideas that are developed in the chapter.

11. Look at all visual materials in the chapter. What ideas in the chapter do these materials illustrate?

12. Circle or box important key words or terms and list three of them.
 - a.
 - b.
 - c.

13. Describe the chapter in fifty words or less.

Source: Nancy V. Wood. College Reading and Study Skills. 5th ed. USA: Harcourt Brace College Publishers. 1996.