

THE ACTIVE READING CHECKLIST

CHOOSE THE
CORRECT
READING
STRATEGY FOR
THE TEXT
AND THE TASK

Skim, scan, comprehend, analyse, evaluate, enjoy.

HIGHLIGHT KEY
WORDS/ SUBJECT
SPECIFIC TERMS

A useful way to help you read more actively is to highlight key words in a text using different colours. For example, you could highlight references to people in yellow, references to places in green, facts and figures in blue, quotations in pink and dates in orange. When you've finished, read the article again and list the key points you've highlighted. Create a **KEY** to help with the **location and retrieval** of information.

MAKE NOTES IN
THE MARGINS OF
WHAT YOU'RE
READING -
"MEANINGFUL
ANNOTATIONS"

Do this to summarise points, raise questions, challenge what you've read, record your own views.

BE CRITICAL
WHEN YOU READ -
CHANNEL
SOCRATES.

Ask questions of the text: Who wrote it? When? Why? Who is the intended audience? Does it link with other material you've studied in the course? Is it relevant? How can it help you? Do you agree with it? How does it make you feel? What ideas, concepts, information most interest you?

REFORM THE TEXT
IN SEVERAL
DIFFERENT WAYS

One way you could do this is by using the Cornell Method of Notetaking. Other ways to reform texts are through mind maps, concept maps, summary statements, storyboards, information cycles (ask your teacher to help if you are unfamiliar with any of these methods).



TEST YOURSELF...

Read for a set amount of time and then actively try to recall the essence of what you have read. Create a quiz - one easy and one difficult. This quiz method of processing will require your brain to look at the information from a different perspective. Your quiz can then be used for revision.

TRACK DISCOURSE MARKERS, TOPIC SENTENCES OR LOOK FOR KEY WORDS AND PHRASES TO HELP YOU FOLLOW, NAVIGATE AND UNDERSTAND THE TEXT

Phrases like 'most importantly', 'in contrast' and 'on the other hand' show where an important point is being made that you shouldn't miss. This is useful if you don't have much time to read a text thoroughly.

ORACY - EXPLAIN WHAT YOU'VE READ TO SOMEONE ELSE

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REDUCTION

Reduce each paragraph to a **sub-heading** - this will help you focus on the critical minimum.

Use a **WORD SIEVE** to help reduce text or examination questions into **3** categories. Which words are:

NECESSARY?

The vital pieces of information that you **MUST** know to complete a task or understand a text, question.

RELEVANT?

Additional information that will help structure your response or allow you to answer in more detail.

IRRELEVANT?

The information that adds nothing and could be replaced by anything.

