



6 IDEAS TO READ BETTER AND FASTER

1

READ WITH A PURPOSE

Read to deeply understand concepts in order to prepare for discussions, papers, and exams. Analyze your syllabus to understand how this reading fits into course themes. In office hour, ask, “What questions should I ask as I read this?”

2

USE ACTIVE READING STRATEGIES

Preview the title, introduction, headings, images, charts, and summaries. Read to identify the position and the support for it. Then, critically evaluate the support and argument. Take notes to make it easier to review and quiz yourself. ¹

3

TRY TECHNOLOGY

Use SensusAccess to convert your readings into audio files or word documents for listening or easy searching. With Spritz Inc. or Readsy, you can upload your text and train yourself to read faster.

4

FORM A COMMUNITY

With study groups, you can divide readings among members and teach each other the content. Ensure you are collaborating ethically by first checking with your instructor.

5

CHOOSE WHEN AND WHERE WISELY

Choose an environment where you can focus and a time when your mind is alert. Break up your reading assignment into manageable sections. Taking short breaks helps you to stay focused.

6

TAKE A CLASS OR WORKSHOP

At the Student Learning Center: workshops, ED 98/198 Strategies for Success, individual study strategies consultations by emailing deguaal@berkeley.edu

At the College Writing Program: CW R1A, CW R4A/B, CW 25AC Reading in and about U.S. Education Institutions

¹ Source: Smith, B. & Morris, L. (2014). Bridging the Gap: College Reading (11th ed.). New York: Pearson Education, Inc.