



READING SKILLS HANDOUT

Reading Strategies

- R.A.P (Stands for: Read, Ask, Put the answers in your own words)
- R.I.D.A (Read, Imagine, Describe, Add)
- The 5 S (Skim, Scan, Select, Slurp, Summarise)
- S.Q.3.R (Survey, Question, Read, Recite, Review)

Please follow this link for more details on reading strategies: [In Depth Reading](#)

Note-taking during Lectures

During the Lecture

- Use **active listening**, which is characterized by:
 - Concentrating on what the person is saying.
 - Listening for the main idea.
 - Remaining focused and not tuning out when the message seems familiar.
 - Consciously focusing on the sender's non-verbal communication.
 - Trying to identify the relevance of the information to you.
 - Being prepared to ask if you don't understand.
- **Watch for cues**, body language and 'verbal signposts' such as slowing down or repeating something to emphasise a point. Watch for phrases such as:

[Type here]

- “Let me illustrate by...” (an example)
 - “You don't need to know this for the exam, but.” (irrelevant detail)
 - “This term means.” (a definition or main point)
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- Work out how the lecturer uses overheads and PowerPoint. Don't just rely on them. Make sure you add in more from what is said.
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- Take clear, accurate notes
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- **Read over** your notes as soon as possible.
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- **Clarify** anything that you remember missing during the lecture.
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- **Add notes** or examples from your readings.
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- **Organise** your lecture notes.