# **STUDYUP: Knowledge to go Logo**

# **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](http://owll.massey.ac.nz/study-skills/in-depth-reading.php)

## **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:
* “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)
* 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.
* Take clear, accurate notes
* **Read over** your notes as soon as possible.
* **Clarify** anything that you remember missing during the lecture.
* **Add notes** or examples from your readings.
* **Organise** your lecture notes.