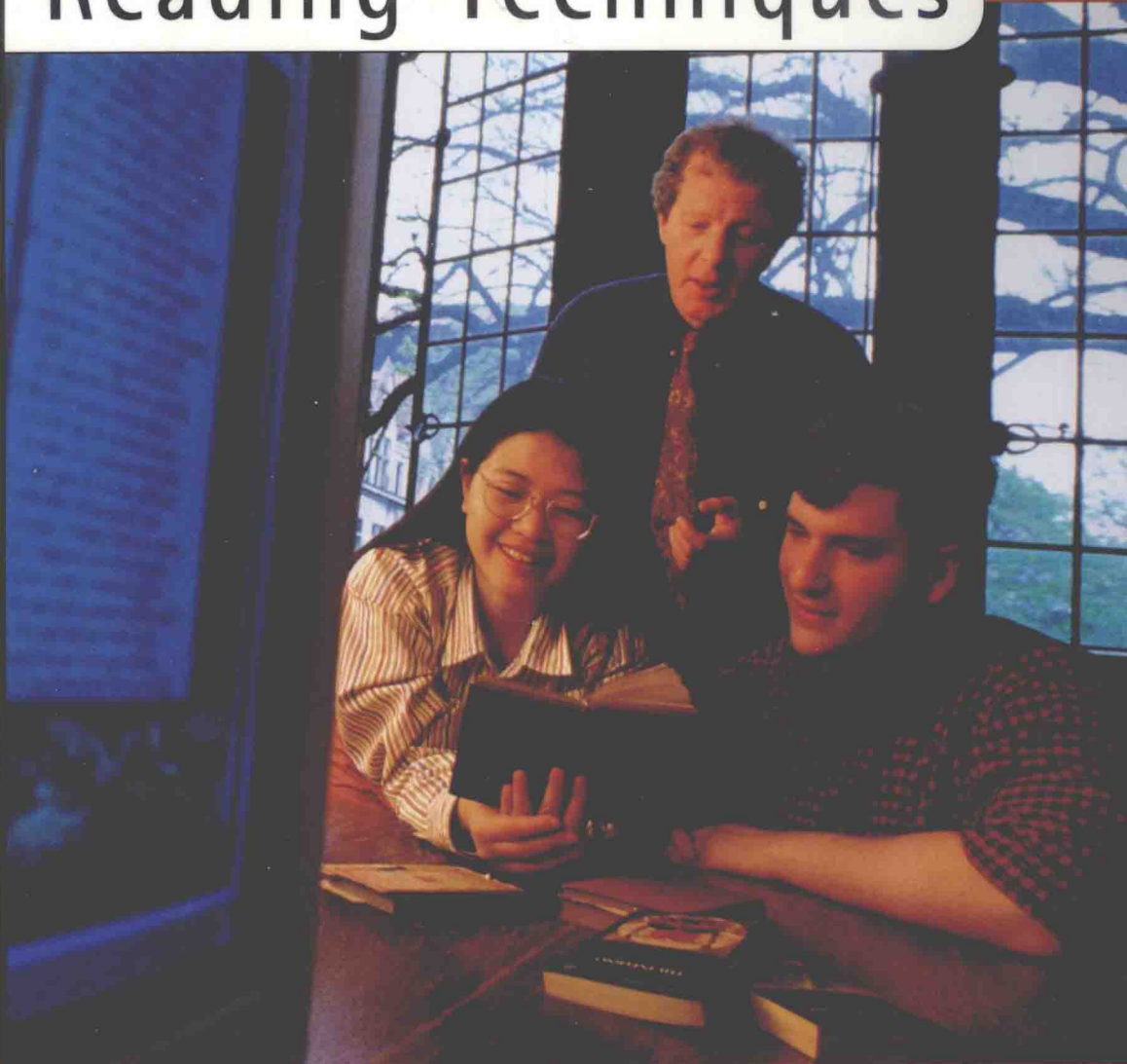


SECOND
EDITION



Study Methods And Reading Techniques



DEBBIE GUICE LONGMAN
RHONDA HOLT ATKINSON

Study Methods And Reading Techniques

Second Edition

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William Arthur Ward once said,
“The mediocre teacher tells. The good teacher explains.
The superior teacher demonstrates. The great teacher inspires.”
My work on *SMART* is dedicated with familial love and scholarly appreciation
to Mrs. **Thelma Brooks** and Mrs. **Nan Brooks Guice**,
great teachers who taught the inspirational lessons
that makes each manuscript I write possible.

—*Debbie Guice Longman*

And, as Anthony Brandt once said,
“Other things may change us, but we start and end with the family.”
My work on *SMART* is dedicated with love
to my extended family
—my **grandparents, aunts**, uncles, and cousins—
as well as to my **parents, husband, and daughter**—
who have shaped and continue to shape my life.

—*Rhonda Holt Atkinson*

In Memoriam
Mrs. Thelma Brooks
(1908–1995)

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Preface

The *SMART* Solution

Study Methods and Reading Techniques (*SMART*) began as an idea for a new reading and study skills class that would address a key problem: Students were often not able to apply what they learned in study skills class to their content classes. Because some students enroll in only English, math, and reading/study skills for their first semester, they do not have a content class in which to immediately apply their developing skills. Unfortunately, by the time these students take history, biology, or psychology courses, they have forgotten the reading and study strategies they learned the previous semester. Students frequently realize too late that they are having difficulty and their grades suffer. *SMART* solves this problem by

- Modeling the four basic processes of learning required for content course success: (1) listening and taking notes; (2) reading text chapters; (3) preparing for a test; (4) successfully taking a test.
- Providing structured, facilitated practice of the processes in additional content subjects.
- Including chapters from a variety of content areas to give students the additional practice they need to internalize the processes and adapt their strategies to fit different content areas.

Organization

SMART consists of two major sections:

Section One. The first section consists of five instructional chapters. Chapter 1 introduces the learning process and describes the concepts that underlie the learning processes—critical thinking, time management, and learning style. The next four chapters are each devoted to one of the four basic learning processes: reading, listening and notetaking, test preparation, and test taking.

Section Two. Once you complete these chapters, the rest of the term can be devoted to the second section: applying the processes to the other content chapters included in the texts. Videotapes of college professors teaching the content of each chapter enables course instructors to be, first, reading and study skills instructors, and then, second, facilitators—not deliverers—of content.

New to This Edition

Although the processes of learning remain the same, there have been many changes in the content of today's higher education classroom. New features and content in *SMART* 2nd edition reflect these important changes since the last edition: technology, student need for language and vocabulary development, and updated content areas. This new edition includes the following:

- **SMART Information and SMART Site exercises.** Today's students must not only learn what's in the book and in their notes, they must learn how to learn via electronic formats. Thus, each chapter of *SMART* 2nd edition contains exercises that engage students with the Internet and the Wadsworth InfoTrac College Edition, an online archive of articles.
- **Speaking Figuratively exercises.** Students have a greater need for language and vocabulary development, so each chapter now includes a special section on figurative language. These exercises meet the language and vocabulary development needs of today's college students.
- **Updated Content Chapters.** *SMART* 2nd edition includes the most recent editions of sample chapters on anthropology, economics, history, and fitness.
- **New Content Chapter Pedagogy.** Each content chapter now includes an introduction that describes how to apply *SMART* 2nd edition to that subject area. Each chapter also has a copy of the text's table of contents so the student can see how the application chapter fits into the scheme of the entire text.

Key Features

SMART 2nd edition contains many innovative features found in the first edition. These include

- Chapter maps and outlines that organize information in right and left brain formats
- Cooperative learning activities to foster group activities
- Critical thinking exercises to foster higher-level application

- Interim and summary review questions that contribute to the ability to synthesize learning
- Action plans to help students personalize and set goals for learning

SMART Supplements

A wide variety of supplements are available with this text to assist you in teaching this course and to promote student involvement and learning.

Print

- *Instructor's Manual* (0-534-54982-9). Revised for this new edition, the Instructor's Manual contains exercise answers, suggestions for instruction, and sample exams.
- *The Wadsworth College Success Course Guide* (0-534-22991-3). A wide-ranging guide to the issues and challenges of teaching the college success course.
- *Wadsworth College Success Internet at a Glance*, by Daniel J. Kurland (0-534-54370-7). A handy pocket guide containing URL sites related to topics such as health, financial management, career searching, and more. This trifold supplement can be bundled with any Wadsworth College Success text at a very small cost. Contact your Wadsworth representative for more information.
- *College Success Guide to the Internet*, by Daniel Kurland (0-534-54369-3). Lists sites and activities for topics of interest to students.
- *Franklin-Covey Day Planner Collegiate Edition* (0-534-53352-3). A daily planner to help students manage their college and professional careers.
- *Critical Thinking: Building the Basics*, by Smith, Knudsvig and Walter (0-534-19284-X). A simple, concise approach for improving one's method of learning through critical thinking.
- *The Keystone College Success Newsletter*. This newsletter of the Wadsworth College Success Series brings you ideas and information about events and resources from your colleagues around the country.
- *Custom Publishing Program*. You can combine your choice of chapters from specific Wadsworth titles with your own materials in a custom-bound book. To place your order, call the ITP Custom Order Center at 1-800-245-6724.

Videos

- *Wadsworth Study Skills Video Series*
 - *Volume 1: Improving Your Grades* (0-534-54983-7). Highlights study strategies for college students, such as goal setting, time management, learning styles, and SQ3R.

- *Volume 2: Lectures for Notetaking Practice* (0-534-54984-5). Provides academic lectures for notetaking practice on a variety of topics, including anthropology, psychology, economics, health, and history.
- *CNN College Success Video Companion* (0-534-53746-4). CNN reports on a variety of topics of student interest, including: The college experience, technology on campus, majors and career choice, values, student involvement and service learning, diversity, health issues, and money management.
- *The Wadsworth College Success Video Series*. These videos cover a wide variety of topics of interest to students, including managing stress, improving grades, maximizing mental performance, and more.
- *A World of Diversity*, by David Matsumoto (0-534-23229-9 and 0-534-23230-2). A powerful two-video program designed to help students learn basic skills for interacting effectively with students from different cultural backgrounds.

Technology

- **Success Online.** <http://www.success.wadsworth.com>. Wadsworth's College Success Web site has resources for instructors and students, including online discussions, training, tutorials, and financial aid information.
- **Wadsworth College Success Home Page.** <http://csuccess.wadsworth.com>. Provides updates to URLs in this text as well as a range of free services and information.
- **InfoTrac College Edition.** Designed to help your students make the best use of the Internet, Wadsworth's exclusive InfoTrac College Edition provides them with access to full-length articles from more than 600 scholarly and popular periodicals, updated daily, and dating as far back as four years. A four-month subscription available free for adopting instructors. Contact your local Wadsworth representative for more information.
- **Thomson World Class Course.** The easy and effective way to create your own dynamic web site. Post your own course information, office hours, lesson information, assignments, sample tests, and link to rich web content, including student review and enrichment material from Wadsworth. Updates are quick and easy and customer support is available 24 hours a day, seven days a week. More information is available at <http://www.worldclasslearning.com>.
- **AT&T World Net.** Get your students on the Internet with AT&T—one of the fastest growing Internet access service providers. Contact your local Wadsworth representative for more information.

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STUDY METHODS AND READING TECHNIQUES

Critical Thinking with SMART: One at a Time, All at Once

OBJECTIVES

After you finish this chapter, you will be able to do the following:

1. Identify and apply the levels of thinking in Bloom's taxonomy to learning situations.
2. Describe and assess background knowledge.
3. Create time-management schedules and apply methods for avoiding procrastination.
4. Identify ways to maximize study time through multisensory, multifaceted learning strategies.

