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R IMPROVE YOUR READING AND STUDY SKILLS



TAKE CHARGE!

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R **IMPROVE YOUR READING AND STUDY SKILLS**

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T O THE INSTRUCTOR

Improve Your Reading and Study Skills provides a holistic plan for developing reading and study skills at the college level. The holistic approach is inclusive, engaging students' valuable prior experience (their knowledge, feelings, observations, and skills) and using this experience as the basis for introducing and developing essential academic skills. Drawing from materials used successfully with many classes and from the real-life issues that incoming college students present, *Improve Your Reading and Study Skills* helps students develop skills and habits that contribute to success in college. The presentation in the book is simple, direct, respectful, and thorough. The text is highly interactive, requiring students to respond continually to the concepts and examples through group activities and independent writing. Skills are presented as strategies or sequential steps rather than as rote memorization, enabling students to obtain a deep understanding that fosters mastery. In a wide variety of activities and assignments, students practice new skills, applying what they've learned to classroom and other real-life situations.

ORGANIZATION OF *IMPROVE YOUR READING AND STUDY SKILLS*

In working through the six sections and twenty chapters of this book, students will find straightforward content and user-friendly features that support their desire to succeed in college. *Improve Your Reading and Study Skills* covers a range of skills, from setting personal goals to taking tests.

- **Section 1. Taking Charge.** This section helps students set goals, stay motivated, develop assertiveness, and deal effectively with various "systems."
- **Section 2. Analyzing Your Strengths.** This section helps students identify the circumstances under which they learn best. After assessing their learning style and study skills, students will have a clear idea of their strengths and weaknesses.
- **Section 3. Managing Time and Resources.** This section helps students gain control of their time—an important skill in all

aspects of life. This section will also help identify personal and institutional systems of support. How to get help is a critical skill not only in one's college career but also in one's personal life.

- **Section 4. Taking Notes.** This section focuses on the critical skill of note taking, a three-step process involving preparing before class, taking notes during class, and using notes after class.
- **Section 5. Improving Your Reading Skills.** This section addresses reading skills and provides strategies for increasing vocabulary, previewing textbooks, identifying main ideas, improving your reading rate, reading textbooks effectively, and developing critical thinking and critical reading skills.
- **Section 6. Improving Your Memory and Test-Taking Skills.** This section covers techniques for increasing the ability to organize and remember information and strategies for taking tests.

The Appendix to *Improve Your Reading and Study Skills* includes helpful materials to be used with specific chapters.

FEATURES OF THE STUDENT EDITION

Each chapter of *Improve Your Reading and Study Skills* includes these special features:

- **Chapter Opener.** The chapter opener includes the chapter title, objectives, focusing question, brief introductory paragraphs, and a picture. The chapter opener engages students' interest and builds on their current knowledge.
- **Getting Started.** This feature helps students identify what they already know about the content of the chapter and helps them get the greatest benefit from the chapter. *Getting Started* includes checklists, inventories, and questionnaires that help students assess their prior knowledge.
- **In Your Journal.** Each chapter has journal-writing activities that encourage students to identify personal goals for developing and improving skills. Journal-writing activities also guide students in describing their progress toward those goals.
- **Group Activities.** The peer group activities guide students' work with other students. Group work has several important benefits: students share tasks and contribute both ideas and skills to the group; they learn to appreciate other people's ideas and skills; they

take pride in both their ability to work with others and the outcome of group efforts.

- **Discovery Activities.** These activities guide students in using their prior knowledge to improve skills they already have and to learn new concepts and skills.
- **Questions.** Every chapter poses questions that invite students to respond to the material presented. Some questions are informal, drawing on students' prior knowledge and experience; some questions check students' understanding of the chapter content.
- **Assignments.** Every chapter offers opportunities to apply skills to real-life situations. Because the assignments are valuable evidence of skills, students are directed to save these assignments in a portfolio or folder.
- **Wrapping It Up.** Each chapter concludes with a summary, questions, and a journal-writing activity. The summary restates key points from the chapter. The questions invite students to describe what they found most useful in the chapter and how they will use what they've learned. The journal-writing activity encourages students to assess their progress toward goals they set in the first journal activity of the chapter.
- **Conversational Writing Style.** The style of writing is relaxed and conversational. The tone is warm and supportive, which helps make learning easy and enjoyable.
- **Real-Life Vignettes.** Realistic examples provide insight and encouragement. These examples provide alternative ways of approaching problems.
- **College-Level Examples.** Reprinted from published sources, numerous examples reflect a variety of college-level subjects. The examples recognize the diversity of your students and the unique contributions each of them brings to the classroom.

FEATURES OF THE INSTRUCTOR MATERIALS

The Instructor's Wraparound Edition of *Improve Your Reading and Study Skills* is a unique teaching guide that combines the student edition with the instructor's edition to provide a wealth of teaching support. Positioned adjacent to the appropriate student material, teaching suggestions, solutions, and strategies specifically focus on each major concept.

The transparency package for *Improve Your Reading and Study Skills* includes instructional examples to enhance the presentation of new material.

TAKE CHARGE! SERIES

Glencoe's *Take Charge!* series provides comprehensive support for success in college-level studies. The set of four books—each with a student text, an Instructor's Wraparound Edition, and transparencies—includes *Improve Your Reading and Study Skills* and:

- *Improve Your Sentences* presents a logical and thorough treatment of sentence structure.
- *Improve Your Paragraphs* helps students integrate and develop skills and knowledge in using the writing process to create sound, well-organized paragraphs.
- *Improve Your Essays* incorporates the latest techniques of writing theory, providing students with a thorough immersion in the writing process as it applies to essay writing.

Your decision to use *Improve Your Reading and Study Skills* reflects a commitment to facilitating your students' success in college. The text, used with the Instructor's Wraparound Edition and the transparency package, provides a complete and empowering tool for setting students on the path toward success.

Patricia Glenn-Cowan

To THE STUDENT

Congratulations! You've decided to pursue college-level studies, perhaps eventually to earn a college degree. Your decision shows that you are committed to higher education and to taking charge of your life. Your commitment is vital; it supplies the motivation you need to achieve your goals. Commitment and motivation are not enough, however, to guarantee your success in college. You also need skills and frequent opportunities to practice those skills to meet the many challenges ahead. *Improve Your Reading and Study Skills* is designed to help you identify, develop, and improve the skills you need to succeed in college.

The majority of the challenges you'll meet in your college career will be academic challenges, requiring specific skills. Your success in meeting academic challenges, however, depends very much on taking charge of your personal life—knowing who you are, recognizing your unique style, and asserting yourself. In addition to helping you with academic skills, *Improve Your Reading and Study Skills* supports your effort to take charge of your personal life. You'll find valuable information and activities that will help you develop self-awareness, assertiveness, and other sources of support. By combining academic skills with activities that engage your emotions and experiences, *Improve Your Reading and Study Skills* provides a powerful and well-rounded program of skills essential to college success.

As you work through the six sections and twenty chapters of this book, you'll find straightforward content and user-friendly features that support your desire to succeed in college. *Improve Your Reading and Study Skills* covers a range of skills, from setting personal goals to taking tests.

- **Section 1. Taking Charge.** This section helps you set goals, stay motivated, develop assertiveness, and deal effectively with various "systems."
- **Section 2. Analyzing Your Strengths.** This section helps you identify the circumstances under which you learn best. After assessing your learning style and your study skills, you will have a clear idea of your strengths and weaknesses, which will benefit you as you work through the remaining sections of the book and through your college career.

- **Section 3. Managing Time and Resources.** This section helps you gain control of your time—an important skill in all aspects of your life. This section will also help you identify personal and institutional systems of support. How to get the help you need is a critical skill not only in your college career but also in your personal life.
- **Section 4. Taking Notes.** This section focuses on the critical skill of note taking, a three-step process involving preparing before class, taking notes during class, and using notes after class.
- **Section 5. Improving Your Reading Skills.** This section addresses reading skills and provides strategies for increasing your vocabulary, previewing textbooks, identifying main ideas, improving your reading rate, reading textbooks effectively, and developing critical thinking and critical reading skills.
- **Section 6. Improving Your Memory and Test-Taking Skills.** The final section covers techniques for increasing your ability to organize and remember information and strategies for taking tests.

The Appendix to *Improve Your Reading and Study Skills* includes helpful materials that you will use with specific chapters.

The key to making the best use of this book is to take charge—to read actively. Active reading involves comparing new information to what you already know, discussing the information, and applying what you learn in an active way such as writing. The activities and assignments enable you to apply what you learn. Use the activities. Then apply what you learn in this book to your other courses.

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Taking Charge

Your decision to attend college shows that you are taking charge of your life. As you work toward achieving your academic goals, two of your greatest assets are the aptitudes and skills that you bring with you. Section 1 of *Improve Your Reading and Study Skills* will help you focus, apply, and expand these resources so that you are prepared for the hard work that lies ahead. Chapter 1 focuses on setting and achieving goals. This chapter will help you appreciate your ability to set goals and will help you develop strategies for achieving your goals. Chapter 2 explores motivation. This chapter will help you become aware of how motivated you are and will offer tips for increasing and maintaining your motivation. Chapter 3 centers on assertiveness. In this chapter you will examine the strategies you already have for identifying and expressing your needs, and you'll learn some new techniques for getting what you want in a positive and nonaggressive way. Chapter 4 helps you understand and work with "the system." This chapter will draw on your experience with large organizations and will help you develop skills to negotiate with such organizations.