

A TUTOR'S GUIDE TO THE TEXTBOOK READING PROCESS

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PRELIMINARY THOUGHTS TO GETTING STARTED RIGHT

Suggestions for tutors who are helping tutees with course material that requires strong skills in textbook reading:

Preview Chapter

Before beginning to read any text selection, the tutee should look for the following helpful materials: chapter outlines, summaries, sub-headings, glossaries, table of contents, indices, and pictures or graphs.

Chunking Reading Materials

The tutee should be cautioned that a good reader who wishes to comprehend and remember materials should never attempt to read huge blocks of material at one time. Use the chapter sub-headings to organize the reading of the text.

INTO STAGE OF READING

In this crucial step, the tutee should focus on understanding and remembering the text.

Activate Prior Learning

Here are some reading strategies you might use in your tutoring to help students activate prior learning:

- Ask tutees to think about what they already know about the topic and discuss it with them.

- Ask tutees to write two or three sentences concerning what they already know about the topic.
- Ask tutees to note and review the chapter sub-headings and note anything that seems interesting or puzzling.
- Identify and discuss any unfamiliar subject-specific words or terminology.

THROUGH STAGE OF READING

In this step, the tutee should focus on the actual reading of a chunk of the text. Here are some reading strategies useful for the “through” stage.

Chunk By Sub-Headings

- Encourage tutees to read only one or two sub-headings before pausing.
- Remind tutees that reading ten pages of text without proceeding to the beyond stage is likely to be very unproductive (unless they are reading an exciting novel or a fascinating topic of great interest.)

Note Important Facts

Strongly encourage the tutee to make note of important facts, important dates, key vocabulary, and definitions in the reading.

BEYOND STAGE OF READING

In this step, the tutee needs to take the extra step of using the information learned while reading.

Reconstruct The Text

- Help tutees to reconstruct the ideas in the text in their own words.
- If at first the tutee is reluctant to write the ideas into notes, the tutor should first discuss the ideas and then encourage the tutee to write down ideas such as

important facts, theories, important persons or dates, definitions of terms, and/or ideas with supporting examples.

- After text reconstruction, the tutees also should be helped to practice summarizing these ideas.

Develop Study Aids

Help tutees develop study aids such as outlines and time lines, study maps and concept maps, graphs and flow charts, diagrams or lists, and flash cards and matrices.