

## Ph.D. Skimming

(Adapted from Mooney & Cole, *Learning Outside the Lines*)

Purpose	Discuss a little or drop the name.	Discuss more, and not sound like a fool.	Discuss intelligently, outline a paper, mention in an exam.	Write about the book in a paper, an exam or serious discussion.
Time reading, and how spent	5 minutes on the way to class.	20 minutes over lunch.	1 hour late the night before class.	3 hours in the library over the weekend.
		<i>All of column 1 plus:</i>	<i>All of column 2 plus:</i>	<i>All of column 3 plus:</i>
Steps	<ul style="list-style-type: none"> <li>• Read the title.</li> <li>• Read chapter titles, or section titles within a chapter.</li> <li>• Summarize topic aloud in 1 sentence.</li> <li>• Remind yourself of the topic for this day's class.</li> <li>• Remind yourself of this week's topic.</li> <li>• Guess: Why was this book assigned?</li> </ul>	<ul style="list-style-type: none"> <li>• Read introduction (especially last 2 paragraphs) and conclusion (especially first 2 paragraphs) of chapters.</li> <li>• Identify the main point they have in common.</li> <li>• Highlight the main point and flag the page. This is the thesis.</li> <li>• Restate thesis in one sentence.</li> <li>• Read entire table of contents.</li> <li>• Guess: How do chapters develop the thesis?</li> </ul>	<ul style="list-style-type: none"> <li>• Read introduction (especially last 2 paragraphs) and conclusion (especially first 2 paragraphs) of each chapter.</li> <li>• Write questions &amp; comments in margins and a summary of each chapter's main point in one sentence.</li> <li>• Identify how these chapters develop the book's thesis.</li> <li>• Look at any charts or diagrams.</li> <li>• Guess what details support the thesis of each chapter.</li> </ul>	<ul style="list-style-type: none"> <li>• Take notes about themes &amp; arguments as you read.</li> <li>• Read first 2 and last sentences of every paragraph.</li> <li>• Identify topic of each paragraph.</li> <li>• Answer: How does each paragraph support the chapter's thesis?</li> </ul>