



Reading worksheet

Keep this worksheet by your side to remind you of the information you need to know. Fill it out every time you read a new article, or use it as a basis for your own notes.

What are you reading? Fill in the citation details here.

Type of text

Author(s)

Date of publication

Title of work or section

Journal article:

Journal title

Volume number

Issue number

Page numbers of article

DOI if electronic

Book or book chapter:

Editor(s) if different to author(s)

Title of book

Publisher

Place of publication

Edition number if not first edition

Page numbers of section

For other types of references, refer to the relevant [citation guide](#) to check what information you need. See also our [note-taking advice](#) (PDF, 134 kB).

Why are you reading this?

Jot down some brief notes – is this assigned reading for a lecture or a tutorial, is it for background information, or for an assignment? What do you hope to find out, or what are your reading goals?

Pre-reading

Use one or more of the following strategies to find what you need to know:



survey

- general overview
- look at title, author, date
- contents, indexes
- introduction and conclusion



skim

- note the outline of the argument
- look at chapter titles and section headings



scan

- find the most relevant sections
- look for keywords or phrases
- use 'Find' on electronic texts

Reading

Read **selectively, actively, and critically.**

Use this space for some notes e.g. controlling ideas and main ideas:

Write here any new words or phrases you come across and their definitions:

Post-reading

Consolidate your understanding:

- Test your memory and write down what you remember from the text
- Draw a mind map of the main ideas
- Note any gaps in your knowledge or questions you have
- Complete any pre-class activities
- Consider how the reading fits in with what else you've read or learnt
- What are you going to read next?



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References

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<http://www.learnhigher.ac.uk/research-skills/reading/academic-reading-handbook-for-students/>

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