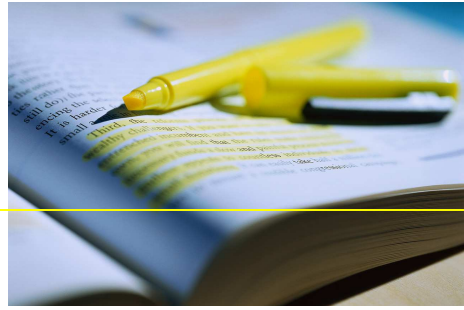


READING OUTLINE

Tools of the Trade: highlighter & pen or pencil



Step 1:

- Highlight all words you don't know.
- Look up words in dictionary and write synonyms (or short definitions) for each in the column.
- Replace the unknown word with its synonym and reread the sentence for clearer meaning.

Step 2:

- Highlight key ideas, phrases and sentences in each paragraph.
- Don't OVER highlight.
- Don't highlight as you read. Read, stop, and go back to highlight.

Step 3:

- Write summary sentences or phrases for each paragraph or major break in thinking in the text.

Step 4:

- Talk back to your text!
- Argue with ideas; give feedback; make assertions; be sarcastic; agree fully!
- Write down these ideas in the margins as you read along.

These steps are recursive (returning or going back). For example, you may highlight unknown words as you are reading, but go back to highlight the key ideas in the paragraph only after you have read it completely.