

## Skimming

- I. Title & Preface
  - Subject
  - Category
- II. Table of Contents
- III. Index
  - Check crucial terms
  - Read a bit
- IV. Blurb
- V. Look for chapters that seem vital to the argument.
  - Read intro paragraph
  - Read closing paragraph
- VI. Read random passages
  - If there is an epilogue or conclusion - read that.

|     |  |
|-----|--|
| ∴   | therefore  |
| ÷   | statement/answer is correct                                    |
| x   | statement/answer is wrong                                      |
| ?   | question; is the statement correct?                            |
| /   | or (this/that = this or that)                                  |
| &/+ | and/plus   |
| ≠   | does not equal, differs from, is the opposite of               |
| =   | is/are/have/has>equals   |
| Æ   | leads to/results in/causes<br>does not lead to/result in/cause |

## Devices for Marking Books

1. Underline important points, forceful statements.
2. Vertical lines for too long passages.
3. ★ for 10-12 most important passages in book.
4. #'s in the margin to indicate sequence of points in an argument.
5. c.f. page #'s
6. Personal index in back
7. Outline in front
8. Margin questions and answers

## Questions to Ask

1. What is the book about?
2. What is being said in detail, and how?
3. Is the book true, in whole or part?
4. What of it?

**DO NOT STOP TO LOOK THINGS UP  
ON THE FIRST TIME THROUGH!**

|            |                      |
|------------|----------------------|
| i.e.       | that is              |
| c.f.       | compare              |
| viz.       | namely               |
| c.(or ca.) | about/approximately  |
| N.B.       | note                 |
| C19        | nineteenth century   |
| diff.(s)   | difficult(y)(-ies)   |
| excl.      | excluding            |
| imp.       | important/importance |
| ltd        | limited              |
| p./pp.     | page/pages           |
| poss.      | possible/possibly    |
| prob.      | probable/probably    |
| probs.     | problems             |
| tho'       | though               |
| thro'      | through              |
| v.         | very                 |
| s/t        | something            |
| s/o        | someone              |

**Compiled by Gideon Addington**  
**[gideonaddington@mythicculture.com](mailto:gideonaddington@mythicculture.com)**

**Source** James, K., Jordan, R.R. and Matthews, A.J. (1991), Listening Comprehension and Note-Taking Skills, Collins ELT, London.

Adler, Mortimer J., and Charles Van Doren. How to Read a Book. New York: Simon and Schuster, 1972.