

4 Tips to Support Effective Reading

1. Monitor comprehension

- Read a few sentences, then stop
- Don't look back at the text
- Sum up what you have read in just a few words - *This can be written or said out loud*

2. Preparation and guided reading

- May need to print rather than read from a screen
- Where possible change font and page colour to suit your preference
- Conditions for concentration (lighting/alert/ free from distraction)
- Reassure student it is ok to reread text if they are finding it difficult

Ask them to:

- Consider what are they looking for in the text
- The question(s) they are trying to answer
- Information that they need

3. Use of colour/symbols

- Use of Highlighters/reading strips/underline
- Highlighting important words or sentences
- Notes about sections highlighted to remember why they have been highlighted
- Notes in the margin, on post its or on photocopies
- Star rate or numbering useful sections
- Number sections related to questions you want answering
- Colour coding for example one colour for dates, one for main points

It is easy to go overboard with colours and loose the point of why we are doing this.



Encouraging the use of colours and symbols effectively

Tip for working with colour:

- Underline information you think is relevant
- Take notice of headings, first and last sentence of paragraphs
- Select a few key words you have underlined and highlight in colour
- Add a star to indicate the most important points

4. Reading interactively

- Read aloud
- Make notes of the important points and ideas as reading
- Actively monitor your understanding
- Move on when material isn't relevant
- Try practise prediction

References:

Cottrell, S. (2008). *The Study Skills Handbook*, 3rd edn. Basingstoke: Palgrave Macmillan.

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McManus, P. (2004). *Strategies for Successful Study*. Warwick: Centre for Lifelong Learning, University of Warwick.