Ph.D. Skimming

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.
		All of column 1 plus:	*All of column 2 plus:*	*All of column 3 plus:*
Steps	• Read the title. • Read chapter titles, or section titles within a chapter. • Summarize topic aloud in 1 sentence. • Remind yourself of the topic for this day's class. • Remind yourself of this week's topic. • Guess: Why was this book assigned?	• Read introduction (especially last 2 paragraphs) and conclusion (especially first 2 paragraphs) of chapters. • Identify the main point they have in common. • Highlight the main point and flag the page. This is the thesis. • Restate thesis in one sentence. • Read entire table of contents. • Guess: How do chapters develop the thesis?	• Read introduction (especially last 2 paragraphs) and conclusion (especially first 2 paragraphs) of each chapter. • Write questions & comments in margins and a summary of each chapter's main point in one sentence. • Identify how these chapters develop the book's thesis. • Look at any charts or diagrams. • Guess what details support the thesis of each chapter.	• Take notes about themes & arguments as you read. • Read first 2 and last sentences of every paragraph. • Identify topic of each paragraph. • Answer: How does each paragraph support the chapter's thesis?

good book.

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