

# STEPS FOR PREVIEWING AN ARTICLE OR CHAPTER

You can PREVIEW, or survey, an article in a magazine or a chapter by following these quick steps:

## STEP 1:

**TITLE:** Read the chapter title and think about what it says or means. The title often summarizes what the article is about.

## STEP 2:

**SUBTITLES/HEADINGS/SUBHEADINGS:** Next, read the subtitles, headings and subheadings. They reveal the author's organization of material as well as key phrases which reveal the basic content. If you know anything about these subjects or have studied them before, the key phrases will trigger what you have stored in your memory and bring it from your subconscious to your conscious mind. A subtitle is a short summary appearing under or next to the title. Subheadings are breakdowns of main headings and they usually reveal the important points related to the major heading. A large font or bold print often stands out as a visual aid for the reader.

## STEP 3:

**INTRODUCTION AND CONCLUSION:** By reading the first few paragraphs, you will be introduced to the subject and purpose of the article or chapter. In the last few paragraphs, the writer will present conclusions or a summary. Now that you know the important points in the article, you will pay more attention to them as you read. The introduction and conclusion can give you a quick overview of what the entire article or chapter is about.

## STEP 4:

Look carefully at any **PICTURES, CHARTS, GRAPHS OR ILLUSTRATIONS** that accompany the text. Looking at such aids before you read puts your mind into the correct frame of reference. Also note any key words which may be used to describe the pictures - they will usually refer to the main points.

## STEP 5:

See if there is a **SUMMARY** or set of questions at the end of the chapter or article. Read the questions and try to predict the answers. By now you should have a good overview of what you are about to read.