Tips for Effective Reading, Listening and Viewing - Print and Electronic Resources

How to be an effective ONLINE reader

1. Check your topic question/s carefully – make sure you have them beside you before you start.

2. For no more than 2-3 minutes per site SKIM READ:

   ➔ Browse NO MORE than 3-4 sites, from your Lib Guide, that you feel could support your learning.
   ➔ Look at the HEADING
   ➔ Look at the `SMALL PRINT' following the headings on the page.
   ➔ Check if there is a glossary of terms.
   ➔ THIS SHOULD TAKE UP ABOUT 10 OR MORE MINUTES.

3. Select the site/s you are going to use – if they are not on a Lib Guide, tell us and we will make additions to the Guide – and bookmark them on your device.

4. For 10 minutes:

   ➔ Read the information in your selected site VERY CAREFULLY.
   ➔ Select the important points.
   ➔ Look back at your question/s.
   ➔ Ensure the information you have answers the question and addresses your topic – if you don’t have the information you need – repeat step 2.

5. Write your question/topic at the top of your note taking template:

   ➔ Start writing notes – in your own words – from the information you have chosen that helps answer your question/topic.
   ➔ Go back over your site/sites, check that you haven’t missed anything important - adjust your notes if necessary.
How to be an EFFECTIVE PRINT/eRESOURCE reader

1. Check your topic question/s carefully – make sure you have them beside you before you start.

2. For 10 minutes:
   ➔ Browse ALL available books you feel could support your learning.
   ➔ Look at the cover.
   ➔ Look at the contents section.
   ➔ Look at the index of the book.
   ➔ Check if there is a glossary of terms.

3. Select the book/s you are going to use – take a screenshot of the cover.

4. For 10 minutes:
   ➔ Read the information in your selected text VERY CAREFULLY.
   ➔ Select the important points.
   ➔ Look back at your question/s.
   ➔ Ensure the information you have answers the question and addresses your topic – if you don’t have the information you need – repeat Step 2.

5. Write your question/topic at the top of your note taking template.

6. Start writing notes – in your own words – from the information you have chosen that helps answer your question/topic.

7. Go back over your book/ebook and check that you haven’t missed anything important - adjust your notes if necessary.
The most effective note-taking when you LISTEN and WATCH

1. Check your topic or question/s carefully – make sure you have them beside you before you start watching your video clip.

2. Listen ONCE or TWICE to your chosen clip – all the way through & without pausing – so you’re sure it has the information you need. Make a mental note of the relevant part/s of the clip.

3. Write your question at the top of your note taking template.

4. Go back to your clip and start watching it again.

5. This time, pause the clip when you come to information you want to use.

6. SUMMARISE THE FIRST POINT you want to use from the clip in your task on your note-taking template, continue watching until you come to the second piece of information you’d like to use.

7. Repeat step 6 until you have made SHORT WRITTEN SUMMARIES (in your own words) OF ALL THE POINTS you wish to use from the clip.

8. To conclude, go back over the clip as you did for step to check you have not missed anything important.