



COMPU
TEK
COLLEGE

ACTIVE READING TECHNIQUES

Read Smarter, Not Harder



Reading textbooks and articles efficiently is more than just moving your eyes over the words. Active reading helps you understand, retain, and apply information - making study time more effective.



1. Preview Before You Read

- Skim headings, subheadings, summaries, and visuals.
- Look for key terms or concepts to know what to focus on.

2. Set Your Purpose

- Ask yourself why you are reading: for understanding, research, or exam prep.
- Having a goal helps you stay focused and filter important information.



3. Highlight and Annotate

- Skim headings, subheadings, summaries, and visuals.
- Look for key terms or concepts to know what to focus on.



4. Ask Questions

- Turn headings or bolded terms into questions.
- Try answering them as you read - this keeps your mind engaged and improves comprehension.

5. Break It into Sections

- Read in manageable chunks (10–30 minutes at a time).
- Take short breaks to process what you've read.



6. Review & Summarize

- After reading, summarize key points in your own words.
- Discuss with classmates or create flashcards to reinforce understanding.