

How To Read A Book	
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Reading success	Success in reading is determined by the extent to which the reader receives everything the writer intended to communicate
Information versus understanding	<p>If a book is completely intelligible to you from start to finish, you may have gained information but you could not have increased your understanding</p> <ul style="list-style-type: none"> - If a book has more to say than you initially understand only then can it increase your understanding <p>If you never ask yourself any questions about the meaning of a passage, you cannot expect the book to give you any insight you do not already possess</p> <p>There is a difference between being able remember something and being able to explain it</p> <ul style="list-style-type: none"> - If, when asked to explain what the author meant, all you can do is repeat his very words, you have only received his words, not his thought or knowledge
Teaching and farming	The farmer and teacher does many things but in the end it is the plant and student himself that must do the growing and learning
Ways of learning	<p>Learning by instruction - learning by acts of reading or listening</p> <p>Learning by discovery - learning by research or by reflection, without being taught</p>
Active reading	<p>The effort to understand what is being read</p> <p>Ask questions while you read</p> <ul style="list-style-type: none"> - What is the book about? - What are the main assertions/arguments? - Why is the information important? <p>The reader who asks no questions, gets no answers</p>
Continuing education	<p>Our continuing education depends mainly on books alone, read without a teacher's help</p> <ul style="list-style-type: none"> - We must know how to make books teach us well if we are to go on learning
Reader's goal	The goal a reader seeks—entertainment, information, or

	understanding—determines the way he reads
Levels of reading	<p>Elementary reading - Progressing from nonliteracy to beginning literacy</p> <ul style="list-style-type: none"> - What is the meaning of the sentence in the simplest sense? - Speed reading courses concentrate on this level <p>Inspectional reading - Skimming systematically</p> <ul style="list-style-type: none"> - What is the book about? <p>Analytical reading - Through, complete reading</p> <ul style="list-style-type: none"> - The best and most complete reading - Used for understanding <p>Syntopical reading - Reading many books and placing them in relation to one another</p> <ul style="list-style-type: none"> - Reader is able to construct an analysis of the subject not found in any of the books - Most effortful kind of reading
Reading readiness	<p>The child who is not yet ready to read is frustrated if attempts are made to teach him</p> <ul style="list-style-type: none"> - He may carry over his dislike for the experience into his later school career
Inspectional reading	<p>Study the table of contents like a roadmap before a trip</p> <p>Look at the pivotal chapters and read any opening or closing summary statements</p> <p>Read the last 2 or 3 pages</p> <p>After the above steps you should be able to place the book in your mental card catalog for future reference</p>
Difficult books	<p>In tackling a difficult book for the first time, read it through without ever stopping to look up or ponder the things you do not understand right away</p> <ul style="list-style-type: none"> - You will have a much better chance of understanding it on a second reading
Reading speed	<p>Your rate of reading should be in accordance with the nature and complexity of the material</p> <p>It is wasteful to read a book slowly that deserves only a fast reading</p>
Speed reading	<p>Most people continue to subvocalize for years after they are taught to read</p> <p>The eyes of untrained readers fixate as many as 5 or 6 times in the</p>

	<p>course of each line</p> <ul style="list-style-type: none"> - Single words or 2-word phrases are being read at a time - The mind does not need to read only a word or phrase at a time <ul style="list-style-type: none"> - The mind can grasp a sentence at a glance <p>The eyes of incompetent readers return to phrases or sentences previously read</p>
Expertise	<p>You cannot coalesce a lot of different acts into one complex, harmonious performance until you become expert at each of them</p> <ul style="list-style-type: none"> - After you have practiced the parts separately, you can do each with greater facility and less attention and put them together smoothly into a whole
Approaching a book	<p>The first stage is knowledge of a book's structure</p> <ul style="list-style-type: none"> - Answer the question: What is the book about? - Define the problem the author is trying to solve
Extrinsic aids	<p>One reason people fail to understand a great book is because they have not read other books to which it is closely related</p> <ul style="list-style-type: none"> - Later writers are influenced by earlier ones - Just as the context of a passage is used to interpret words, related books provide a context that help you interpret the book you are reading <p>The need to read books in relation to one another is most important in philosophy</p> <ul style="list-style-type: none"> - Philosophers are great readers of each other <p>Commentaries should be used sparingly</p> <ul style="list-style-type: none"> - Commentators are not always right - You may be able to discover important meanings that the commentator has not - Getting into the habit of depending on commentaries will handicap you when you cannot find one <p>You should not read a commentary until after you have read the book</p> <ul style="list-style-type: none"> - Otherwise you will tend to see only the points made by the scholar
Stories	<p>In a good, satisfying story, people get what they deserve</p> <ul style="list-style-type: none"> - People are rewarded or punished according to their true merit - People feel bothered when good people suffer and bad ones prosper
Poems	<p>The first rule is to read it through without stopping, whether you understand it or not</p> <ul style="list-style-type: none"> - The essence of a poem is found in the whole

	<p>The second rule is to read it out loud</p> <ul style="list-style-type: none"> - The rhythm of the poem will help you to understand by making you place the emphasis where it belongs <p>To be understood it must be read over and over</p> <ul style="list-style-type: none"> - During vacations from a given poem, we may learn more about it than we realize
History	<p>If it is difficult to be sure that one knows the truth of a simple matter such as is decided by a jury in a court, how much more difficult it is to know what really happened in history</p> <p>History is closer to fiction than to science</p> <p>It is necessary to read more than one account of the history of an event if we want to understand it</p> <p>Every narrative history has to be written from some point of view</p>
News	The most important thing to know when reading a report of current happenings is who is writing the report
Holy Book	The Word of God, if you believe it is the Word of God, is the most important writing to read

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