WHAT is prereading?
Prereading helps you identify important ideas in the material and recognize how the ideas are organized. Prereading also stimulates your interest in what you are about to read.

WHY should you preread?
Prereading textbooks enables you to form a mental outline of the material; this can increase your comprehension, reading rate, and retention. Prereading also helps you decide if the material will be interesting or whether the material contains what you are searching for.

WHEN should you preread?
Prereading should be done quickly and efficiently, for 3 - 5 minutes before reading.

HOW do you preread?
For material with subheadings (such as textbooks and some longer articles):
1. Read the titles and subtitles
2. Read the introduction or first paragraph
3. Read any boldface headings
4. Note any typographical aids (such as charts, graphs, or diagrams)
5. Skim the summary or the last paragraph
6. Quickly look over any end-of-the-chapter material (such as study questions, conclusions, or suggestions for further reading)

For material without subheadings (such as articles and essays):
1. Read the title
2. Read the introduction or the first paragraph
3. Read the first sentence of each paragraph
4. Note any typographical aids
5. Read the summary or last paragraph