



Books – finding useful material

Check:

- The contents page;
- The index;
- Chapter headings;
- The first and last chapters;
- Summaries at the end of the chapters and at the end of the book;
- The first and last paragraphs in each chapter;
- **Skim** the text for a general impression of the contents and structure, taking note of headings and sub-headings of sections;
- **Scan** for key concepts;
- Pick out the sequence of ideas.