**HOW SHOULD I READ?**

**STEP 1: GET AN OVERVIEW AND CHECK FOR RELEVANCY OF THE TEXT**

Before you begin working with a text, you should first familiarize yourself with it and make sure that it is relevant to your research question and area of interest. Scan the following:

- Title and subtitle
- Author (areas of expertise)
- Publication date, number of editions
- Table of contents, chapter titles
- Bibliography (list of sources)
- Preface, introduction, summary (also for individual chapters)

**STEP 2: ACTIVATE YOUR EXISTING KNOWLEDGE AND ASK QUESTIONS**

- **Activate your existing knowledge!**
  
  First answer these questions: What do I already know about this subject? What experiences do I already have with it? In what context did I gain this knowledge, or have I had these experiences?

- **Pique your curiosity!**
  
  Also consider: What do you want to find out? What interests you the most?

- **Concentrate on key points!**
  
  Ask very concrete questions about the text. Use the ‘W’ words: Who..., what..., where..., when..., why..., what for..., & how. Write down questions before reading and answer them afterwards.

**STEP 3: READ**

- **Skim first!**
  
  Initially, scan quickly through the text, making note of essential terms, key words, and the text structure. Don’t mark the text yet! First determine which information can be found in this text. To what degree is this information that I already have, or is it new to me? Which sections are relevant for me, which superfluous?

- **Read thoroughly!**
  
  Select parts of the text that are to be read thoroughly. Pay close attention. Mark relevant passages after reading through a longer section. Carefully decide what is relevant in each segment of the text. Make notes in the margin which can help you understand the content of what you are reading more quickly.

**STEP 4: EXCERPT (SEE HANDOUT „HOW DO I EXCERPT?”)**

**References**