



The Art of Being Smart

## Reading Retention Checklist

**How to use this tool:** This checklist will help your child better retain what he reads. Simply ask him to complete this checklist whenever he reads.

**Before Reading** (Knowing the purpose of reading substantially increase retention)

- What do I want to learn or know?
- How will this information help me?
- What level of understanding about this material do I need to have?
- How much time do I have to read this?
- How does reading this material relate to the entire course?

**During Reading** (Not everything you read is equally important)

- Where are the important sections of what I am reading?
- What do the summary and introduction say?
- What is the author's point of view or goal in writing this material?
- Which words or phrases are important and what do they say?
- What images, charts or images are important and what to they tell me?
- Do I understand the main points of each paragraph I read?

**After Reading** (Communicating what you know is critical for improving retention)

- Can I quickly summarize what I just read in a few sentences?
  - If not, I must re-read the material.
  - If I can, I must summarize *on paper* what I learned.
- How can I apply what I just learned so that I don't forget it?
- What will I do to easily locate the summary of what I read in the future?