

# Breaking Down Academic Reading: The 3 Read Strategy

Use the 3 Read Strategy outlined below to help you to actively **skim**, **chunk** and **summarise** content as you read. This approach will help you to deal with the volume of reading required in your postgraduate study.

**1. 2. 3.**



## **1. STEP 1: SKIM**

First do a quick skim and get the big picture of what you are reading. Look at the Title and Introduction (or Abstract).

- What are the keywords in the article title?
- What is the important idea or concept being introduced?

## **2. STEP 2: FOCUS IN CHUNKS**

Next take more time to focus in on a detailed part of the reading. Note if you have a very long chapter or reading, it is a good idea to break this down to read in parts (chunks). Look at the main ideas, the steps, the arguments and the evidence provided.

- Are there any terms or concepts I am not familiar with that I need to learn about?
- What are the few critical points I need to record?
- How do the key steps or relationships that I have identified relate to my experience?

## **3. STEP 3: SUMMARISE**

Finally take a short time to review what you've just read. Take brief notes to highlight important recurring themes, links, contrasts etc.

If there is a section in your reading called Conclusions, Findings or Implications, look at this closely.

- Reviewing the reading, do I understand the key idea or concept being addressed?
- Are there key authors or articles identified in this reading that I need to go and find?



# The 3 Read Strategy - Reading Note Sheet

# 1. 2. 3.

Reading title:

Date:

## STEP 1: SKIM

### 1.

- Look at the main title, introduction, headings.
- Identify key issues or concepts.

## STEP 2: FOCUS

### 2.

- Note unfamiliar terms or concepts in bullet points.
- Links: Identify critical points, key steps or relationships in the reading
- Questions: Ask questions (e.g. What is the significance of the facts? What principles are they based on? How can I apply them? How do they fit with what I already know?)

## STEP 3: SUMMARISE

### 3.

- Review the reading and any brief notes to highlight important recurring themes, links, contrasts, etc.
- Look at any sections of the reading called Conclusions, Findings or implications.