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Active Reading Checklist

Please complete the following checklist by initialing in the column next to each task upon completion. This checklist will be submitted with reading materials for evaluation.

Student Name:
Title and Author of Reading Selection:

Pre-reading Tasks

Complete the following 9 tasks before you read the assigned text.

Task	Initial Upon Completion
1. Read the title and create two guide questions. (Why? How?)	
2. Review the vocabulary words and highlight in the text.	
3. Review text and highlight any typographical cues (italics, bold, bulleted/numbered lists).	
4. Notice any graphs, tables, images, or pictures. Highlight and write summary note in margin.	
5. Review boldface headings and create one guide question per heading.	
6. Read the first paragraph and highlight key sentence/s. Put summative comment in the margin.	
7. Read the last paragraph and highlight key sentence/s. Put summative comment in the margin.	
8. Make two predictions about what you believe will be covered in the essay. Write them down so you can confirm or deny as you read actively.	
9. Complete a short freewrite (7-9 sentences) to connect the essay to your background knowledge and/or personal experience.	

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During Reading Tasks

Complete the following tasks as you read.

Task	Initial Upon Completion
1. Decide on a highlighting system and implement it. (Ex.: one color for main ideas, another for details). Avoid over- or under-highlighting.	
2. As you read, determine if you need to look up unfamiliar vocabulary that you highlighted during prereading. (Only look up unfamiliar vocabulary that impedes your ability to understand the main ideas of the text.)	
3. As you read, answer all guide questions.	
4. Confirm or deny predictions with a check or "x."	
5. Annotate the text as you read. Be sure to have at least 2-3 comments per page. Annotations should include the following: <ul style="list-style-type: none"> ➤ Summary notes ➤ Symbols (*, ?, !) ➤ Questions for self or teacher ➤ Comments that link information to your background knowledge ➤ Connections to personal experiences ➤ Predictions ➤ Talking-to-the-text comments ("The big idea is...; "I wonder..."; "I get confused when..." etc.) ➤ "Survival Words" (words that are essential to understanding the text's meaning) ➤ Other relevant comments 	

Post-reading Tasks

Complete 3 of the following tasks after reading the text. Select the tasks that you believe will increase your comprehension of the task. Initial the three tasks after you complete

Task	Initial Upon Completion
1. Highlight the "golden line" and make a note in the margin as to why you believe this is the most compelling quote.	
2. At the end of the text, write the 3 most important "take-aways" or points from the text.	

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3. Outline the text.	
4. Turn the text over and write a 7-9 sentence summary statement that covers the main ideas of the text.	
5. Write a 5-7 sentence personal reflection of the text, commenting on how you can relate personally to the ideas presented in the text.	
6. Reread the comments that you wrote in the margins while reading.	
7. Write the ways in which this text relates to other course materials (either from this course or another).	
8. Talk about the text with others. Sharing the ideas from the text is one of the best ways to process and remember ideas. Write down the person's name with whom you spoke and the three main ideas that you discussed with him/her.	

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