HOW TO READ A RESEARCH SOURCE EFFICIENTLY AND EFFECTIVELY

START
At the top of a fresh piece of paper, write down a Works Cited entry for your source.

Read the introduction and write down a one or two sentence summary. Be sure to include the page numbers of the introduction.

Read the section headings.

Choose a particularly relevant section and read it. Paraphrase or quote relevant ideas. Be sure to use quotation marks for direct quotations, and write down page numbers.

Repeat the previous step for each relevant section.

Read the conclusion and summarize it in one or two sentences. Remember to write down the page numbers.

Choose another source and start the process again.

Melinda Worfolk, College of New Caledonia.
For use under a Creative Commons License. Please give credit if you use it or share it. Noncommercial use only.