Reading
Significance of academic reading
1- Advancement of knowledge
2- Enhancement of perceptive power
3- Improvement of the GPA
4- Self-satisfaction

Reading strategies
1- Ask yourself: why am I reading? To learn, to analyze, to criticize, to evaluate, to conduct research, etc.
2- Read over once.
   a- Start with the title, the author, and the introductory material.
   b- Read the text
   c- Read the notes to the text (if they exist)
   d- Underline all unfamiliar words as you read.
   e- Have a look at the dictionary and write your own glossary.
3- Read again and answer the following questions:
   a- What does the title mean?
   b- Who is the author?
   c- What is the main idea, theme, claim, or thesis?
   d- What are the main points and the sub-points?
   e- What support is used to develop the point? (facts, statistics, examples, testimonies, definitions, causes and effects, etc.)
   f- Make an outline or write a summary.

Note-Taking
Significance of note-taking
1- It boosts your class participation
2- It enhances your perceptive and memory power
3- It helps you prepare for your exams and projects.

Note-taking strategies
1- Do not copy the notes of others. Write your own.
2- Listen/read carefully: concentrate and avoid physical and mental distraction.
3- Write key words and phrases, not full sentences: concentrate on names, events, facts, dates, numbers, nouns, and verbs. Abbreviate.
4- Turn your notes into a summary.

Starting a Research Paper
1- Choose a topic and read to narrow it down.
2- After narrowing it down, read more specific articles and chapters in books.
3- Do a preliminary outline.
4- Write and type the first draft. It should include:
   a- Title page (See example below)
   b- Abstract
   c- Reference page

Title Page

<table>
<thead>
<tr>
<th>Running head: TITLE</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>Your Name</td>
<td></td>
</tr>
<tr>
<td>University</td>
<td></td>
</tr>
<tr>
<td>Course title and number (optional)</td>
<td></td>
</tr>
<tr>
<td>Term (optional)</td>
<td></td>
</tr>
</tbody>
</table>

Writing Center—Beirut
Reading, Note-Taking, and Starting a Research Paper

**Points to Remember:**
1. Font size 12 should be used throughout the paper.
2. Headings should not be bolded nor underlined.
3. Only the title in the header should be capitalized.
4. Whenever you need to start a new paragraph, make sure you indent 0.5” or 1 tab.
5. Lines should be double-spaced.
6. The space between two paragraphs should not be more than the space between two lines.

This handout was prepared using several references.