

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?

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- 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.

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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

Running head: TITLE	1
Title	
Your Name	
University	
Course title and number (optional)	
Term (optional)	

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TITLE 2

Abstract

TITLE 3

Title

Introduction begins here

TITLE 8

References

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.

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Reading, Note-Taking, and Starting a Research Paper