Steps in Multi-Pass Reading

PASS 1: SHALLOW /GLOBAL PASS: Read to understand the structure of the article or chapter by using clues in layout and non-body text.

Step 1: Identify the general topic.
- Stop reading if the topic doesn’t suit your needs.

Step 2: Consider the title and subtitles or captions (if present). Predict what questions need to be asked of this material and what the thesis might be.
- Stop reading if the thesis does not support your research.

Step 3: Look at the charts, graphs, and illustrations. Predict or confirm what major ideas will be discussed.
- Stop reading if the article does not appear to support your research.

Step 4: Read the text headings. Predict, confirm, and outline major ideas that will be discussed.
- Stop reading if you only need a chapter outline and you are certain the predicted thesis is correct.

Step 5: Review the objectives, chapter questions and vocabulary lists. Add to or correct the knowledge gained in previous steps.
- Stop reading if you only need to discover (not know) key terms and concepts.

PASS 2: MEDIUM DEPTH PASS: Read quickly (without reading full paragraphs) to define the key concepts and main ideas presented in the text.

Step 1: Read the introduction and conclusion to confirm earlier prediction of thesis.
- Stop reading if you are pre-reading before class or a meeting or if you are short on time. You will have a general overview of the content and the basic structure.

Step 2: Read the summary or abstract.
- Stop reading if you are prepared for a class or meeting. Key concepts will be familiar to you when addressed. You will be able to answer a question or two and speak somewhat knowledgeably if called upon.

Step 3: Read the first sentences of the body paragraphs, connecting ideas and noting where you need further information to fill in missing connections.
- Stop reading if you have most of the main ideas and have understood the author’s ideas and organization (~ 50-70% comprehension).

**Step 4:** In text with no headings, define the sections using marginal notation or outlining.

**PASS 3: DEEP PASS:** Read to confirm or clarify earlier conclusions and to identify supporting details by reading full text.

**Step 1:** Create questions based on headings or sections of text, read the section, and then answer the questions
- Stop reading if you only need a general understanding of the material.

**Step 2:** Underline all answers and/or write notes; then rehearse the material.
- Stop reading when you are satisfied you are well prepared for the exam or situations where you need to recall the material accurately from memory.

**PASS 4: TOTAL DEPTH:** Read to know a text so well that you can analyze, grade, or evaluate the author’s style or thought process; interpret the text as art.

**Step 1:** Process every word, phrase, sentence, and paragraph until every single thought and nuance of meaning and structure is understood.
- Stop reading when you are satisfied you can provide intricate analysis of the author’s style or argument or when you can perform an oral interpretation of the reading.