



READ/WRITE STRATEGIES

KEY WORDS: LISTS, NOTES and TEXT in all formats, both paper and on screen.

People with a READ/WRITE preference like:

PRINTED words

READING and WRITING

Taking NOTES and making LISTS

STRUCTURE, order and clarity

WORDS with interesting sources and definitions

Using the right words correctly.

To TAKE IN information use:

- LISTS – ordered, numbered, or with bullet points
- TITLES and HEADINGS
- dictionaries and online tools to find the BEST WORDS
- books, articles, manuals, hand-outs, reading lists
- definitions, constitutions, legal documents, minutes, and rules
- WRITTEN NOTES from what others have said or written

To PRESENT information:

- use WRITING to think through and clarify ideas
- REWRITE principles and ideas in your own words
- LIST items in categories, ordered by importance
- spell-check
- provide WRITTEN information for others to read
- use a wide range of PRINT media



IN A NUTSHELL: If it isn't in print, it doesn't exist. You will want to READ about this and WRITE down your ideas.

Using READ/WRITE STRATEGIES in:

EDUCATION

- Read textbooks, manuals, and assigned readings.
- Use lists, glossaries, and dictionaries.
- Translate ideas and principles into other words.
- Organize diagrams, charts, and graphs into words.
- Write essays in structured paragraphs, with introductions and conclusions.
- Organize your notes into points according to hierarchies.
- Reduce 3 pages of your notes to 1 by removing unnecessary details.
- Rewrite notes repeatedly.
- Reread notes (silently) repeatedly.
- Write exam answers for practice.

The WORKPLACE

- In meetings, make lists of actions and desired outcomes.
- As you listen, summarize what is said in your own notes and lists.
- Order points by category and importance.
- Create plans or frameworks to organize information.
- Analyze detailed results in tables.
- Read and contribute to business articles, journals, and online posts.
- Refer to definitions, constitutions, legal documents, minutes, and rules.
- Regularly read new material in online forums.
- Give and receive feedback in written form.

“My task ... by the power of the written word (is) to make you hear, to make you feel ... to make you see.”

~ Joseph Conrad (novelist)