



Determining Importance Organization of Text

Good readers sift, sort, and analyze information. The reader prioritizes the information and then merges their thinking with the information. The reader determines essential and nonessential information

Keys for Successfully Determining Important Information

- Knowing what information the reader needs (Task Definition)
- Utilizing
 - Fonts, styles, and effects
 - Size of font
 - Boldface print and italics
 - Color
 - Bulleted lists and labels
 - Hyperlinks
 - Signal words and phrases
 - *For example*
 - *For instance*
 - *In fact*
 - *In conclusion, as a result, in summary*
 - *Most important*
 - *By comparison, on the other hand*
 - Illustrations, photographs, maps
 - Captions
 - Map keys and legends
 - Graphics
 - Sidebars
 - Tables
 - Charts
 - Graphs
 - Diagrams
 - Word bubbles
 - Buttons
 - Text organizers
 - Table of contents
 - Index
 - Preface

- Glossary
- Appendix
- Text structure
 - Cause and effect
 - Problem and solution
 - Compare and contrast
 - Description
 - Sequence and enumeration
 - Persuasion

Activities

- Highlighting
 - Steps
 - Read the text
 - Think about the text
 - Make conscious decision about what the reader needs to remember
 - Focus on the important facts not just interesting facts
 - Tips
 - Examine first and last line of paragraph
 - Focus on necessary words and phrases (nouns, verbs, adjectives)
 - Make notes in margins
 - Less than one third of paragraph should be highlighted
- Auto Summarize
 - Feature in Microsoft Word

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Harvey, S., & Goudvis, A. (2000). *Strategies that work: Teaching comprehension to enhance understanding*. Portland, ME: Stenhouse.

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Zimmerman, S., & Hutchins, C. (2001). *7 keys to comprehension: How to help your kids read it and get it!* New York: Three Rivers Press.