

Sample Recordkeeping Form: Reading a Technical Document

Document Title and Author: _____

Purpose

The author's purpose in writing this document is: _____

My purpose in reading this document is: _____

Previewing

The table of contents tells me: _____

Introduction (notes): _____

First few paragraphs (notes): _____

The most useful section of the document for my purpose is : _____

Other notes:

continued ...

... continued

Reading the Document

Questions I asked and connections I made between my questions and my purpose in reading:

Question 1: _____

Connection to my purpose: _____

Question 2: _____

Connection to my purpose: _____

Points needing clarification: _____

Possible discussion points: _____

Paraphrasing of the most important passage in the document: _____

Unfamiliar words and their dictionary definitions: _____

Follow Up

Additional points I noticed after re-reading (e.g., sections that became clearer, logic of sequence):

Questions that remain unanswered: _____

Sources I might go to for answers: _____