

## **BOOK STUDY METHOD** (Preview, Read, Write, Apply)

### **Preview**

A preview is a rapid survey that gives you a bird's-eye view of what you are reading. It involves taking several minutes to look through an entire chapter before you begin reading it closely.

Study the title.

- Quickly read the first and last several paragraphs (introduction/summary).
- Page through the chapter and look at the different headings and subheadings.
- Look for key terms marked in boldface and italics and in color.
- Glance at pictures, charts and boxed material in the chapter.

### **Read**

Read the chapter straight through. In this first reading, don't worry about understanding everything. You just want to get a good initial sense of the chapter. If you hit snags--parts that you don't understand at all--just keep reading. After you have gotten an overall impression of the chapter by reading everything once, you can go back to reread parts you did not understand at first. Read with a pen in hand. Look for and mark off what seem to be important ideas and details.

Especially mark the following:

- Definitions of terms (underline)
  - Examples (put an Ex in the margin)
  - Items in major lists (number the items 1, 2, 3, etc.)
  - What seems to be other important ideas (use a star in the margin or underline)
- \* NOTE: Marking should be a selective process. Setting off too much material is no better than setting off too little.

### **Write**

Go back through the chapter, think about the material you've read and make decisions about what are the most important points. Write these points down on separate lists or sheets of paper. These are your note sheets.

Suggested ways to write:

- Write the title of the chapter at the top of your first page. Write each chapter heading, then under the headings, take notes on what seem to be the important points.
- Rewrite chapter headings as basic questions to help you locate important points.
- Look for definitions of key terms, usually set off in color, boldface or italics. Write down the terms and their definitions.
- Look for examples of definitions and write down one good one for each key term.
- Look for major items in a list. Write them down and number them. Reduce the chapter to its most important points. Try not to take too many notes. Focus only on what is most important.

### **Apply**

Describe, in writing, three examples to which the material applies or could apply. In what ways might this material be used in your ministry? What are its implications for your life and leadership? What ideas are you considering to create change in your church or ministry organization? How does this material contribute to who you are, what you know, and what you should do differently?