Full Name: _____ Today's Date: _____

The Official "Help Me Help You" Reading Help Form

Please fill out this form *before you begin your meeting*. Once you complete it, sign in, and hold on to your form to give to the reading assistant.

Instructor: _____ Course: _____

Do you have the textbook or assigned reading with you today? (Circle one)   Yes   No

    If no, please tell me what you need help with today:

_____

_____

Please **circle one number** to rate your understanding of the text/assigned reading(s):

   (I do not understand at all.)   **1**   **2**   **3**   **4**   **5**   (I understand the text completely.)

Briefly explain your purpose for reading: (Ex. "to write a research paper," "to participate in a class discussion," etc. If unsure, write your best guess.)

_____

What **steps have you taken** in attempting to read your assigned texts so far? (Check all that apply.)

- [ ] I briefly skimmed the material on my own, but have not thoroughly read it.
- [ ] I reviewed the chapter outline/objectives and the materials at the end of the chapter.
- [ ] I used SQ3R, or another reading strategy, to try to understand the reading.
- [ ] I reviewed my lecture notes before I attempted to read.
- [ ] I reached out to peers or attended a study group to better understand the material.
- [ ] I spoke to my instructor to better understand the material.
- [ ] Other things including (please list):

_____

How much of the material have you read or attempted to read, on your own, so far? (Circle one.)

   None   Half   More than Half   All   Other: _____

Please *check no more than **THREE** items* from this list that you would like to focus on in your meeting today:

- [ ] Annotation & Taking Notes While Reading
- [ ] Understanding & Learning Text Vocabulary
- [ ] Summarizing/Paraphrasing a Text
- [ ] Understanding My Purpose for Reading
- [ ] Taking Better Lecture Notes
- [ ] Understanding the Resources in the Text
- [ ] Integrating Quotations into Essay Writing
- [ ] Test Preparation Strategies
- [ ] Comprehension Strategies
- [ ] Other: _____

<u>Fill out this side only</u>. The back is for staff use.

Academic Reading Center (ARC)
Session Record & Recommendations
This side is for feedback and recommendations. Please do not write anything on this side.

Time In: _____   Time Out: _____

Text or Reading Assignment provided?   Yes   No

During this session we discussed:

_____
_____
_____

I recommend the following steps to improve your reading:

☐ Have a clear purpose in mind before you begin reading.
☐ Spend time previewing the material before you begin reading.
☐ Annotate the text for a fuller understanding.
☐ Use the metacognitive strategies we discussed to help avoid distraction and/or confusion.
☐ Use the SQ3R Strategy to help keep your reading process on track.
☐ Please see your class instructor to get more information on the content or topic.

I also recommend that you:

☐ Create: Map | Outline | Flashcards | Grid | Double Entry Journals
☐ Review your: Annotations | Outline | Map | Flashcards | Lecture Notes more often.

Specific Instructions:

_____
_____
_____

For more help, I recommend you visit these other support services or resources on campus:

☐ **The Library** – to do research or better understand your topic.
☐ **The Writing Center (in WAM)** – to get help with writing, spelling, or grammar.
☐ **The Tutoring Center** – to better understand your topic and the requirements for the assignment.
☐ **The DSPS Office** – to find out what services are available.
☐ Other:

_____

Reading improvement takes lots of practice and is very personal. If you find yourself frustrated or confused, make a point to come back to visit me soon.

I recommend that you return again on _____ and we will discuss _____.

Assistant Name: _____

Signature: _____