

INSPECTIONAL READING

1. LOOK AT THE TITLE PAGE AND, IF BOOK HAS ONE, AT THE ITS PREFACE
 - a. Get the scope of the book
 - b. Author's special angle on his subject
 - c. Pause and put the book in the appropriate category in your mind

2. STUDY THE TABLE OF CONTENTS
 - a. to obtain a general sense of the book's structure and make this your road map.

3. CHECK THE INDEX
 - a. Make a quick estimate of the range of topics covered and the kinds of books and authors referred to.
 - b. When you see terms listed that seem crucial, look up at least some of the passages cited.

4. READ THE PUBLISHER'S BLURB

5. LOOK NOW AT THE CHAPTERS THAT SEEM TO BE PIVOTAL TO ITS ARGUMENT

6. TURN THE PAGES, DIPPING IN HERE AND THERE, READING A PARAGRAPH OR TWO, SOMETIMES SEVERAL PAGES INSUENCE NEVER MORE THAN THAT.