

# HOW TO READ A BOOK IN FORTY-FIVE MINUTES AND PRESENT IT IN FIVE

and other notes on the art of reading

available from <http://gtm.vlsm.org/gtm-i-book.html>; Internet; accessed June, 2003

## How to Read a Book in 45 minutes

[GLASER98, pp. 211 - 213)

1. Study the table of contents
2. Read the last chapter
3. Read the preface
4. Read the introductory chapter
5. Read the appendices
6. Read the epilogues
7. See if author pulled it off and how
8. Read it backwards, and keep moving fast

## How to present it in 5 minutes

9. Report the Table of Content
10. Report a little logic of the book and some generalizations

## Inspectional Reading

[ADDOR72, pp. 32 - 35]

1. Look at the title page (and its preface).
2. Study the table of contents.
3. Check the Index.
4. Read the Dust Jacket/Publisher's Blurb/Back Cover.

Turn the pages, dipping here and there, reading a paragraph or two.

# **Analytical Reading**

[ADDOR72, pp. 163 - 164]

## **Finding what a book is about**

1. Classify the book according to kind and subject matter.
2. State what the whole book is about with the utmost brevity
3. Enumerate its major parts in their order and relation, and outline these parts as you have outlined the whole.
4. Define the problem or problems the authors has tried to solve.

## **Interpreting a Book's Contents**

5. Come to terms with the author by interpreting his key words.
6. Grasp the author's leading propositions by dealing with his most important sentences.
7. Know the author's arguments, by finding them in, or constructing them out of, sequences of sentences.
8. Determine which of his problems the author has solved, and which he has not; and of the latter, decide which the author knew he had failed to solve.

## **General Maxims of Intellectual Etiquette**

9. Do not say you agree, disagree, or suspend judgment, until you can say "I understand".
10. Do not disagree disputatiously or contenttiously.
11. Demonstrate that you recognize the difference between knowledge and mere personal opinion by presenting good reasons for any critical judgment you make.

## **Special Criteria for Points of Criticism**

Show wherein the author is uninformed, misinformed, illogical, and the author's analysis is incomplete.

# Syntopical Reading

[ADDOR72, pp. 335 - 336]

## Field Preparatory

1. Create a tentative bibliography of your subject.
2. Inspect all of the books on the tentative bibliography to ascertain which are germane to your subject.

## Bibliography Amassed in Stage I

1. Inspect the books already identified as relevant
2. Bring the authors to the terms by constructing a neutral terminology
3. Establish a set of neutral propositions for all of the authors by framing a set of questions to which all or most of the authors can be interpreted as employing.
4. Define the issues, both major and minor ones, by ranging the opposing answers of authors to the various questions on one side of an issue or another.

Analyze the discussion by ordering the questions and issues in such a way as to throw maximum light on the subject.

## References:

[ADDOR72] **Adler, Mortimer J., van Doren, Charles.** 1972. *How to Read a Book*. Simon and Schuster, 2nd ed., pp. 426. [PN83 Adl CLMS, ISBN 6-7121-2209-5]

[GLASER98] **Glaser, Barney G.** 1998. *Doing Grounded Theory: Issues and Discussions*. Sociology Press, pp. 254. [-, -]

[WOBAR58] **Wood, Evelyn Nielsen, and Barrows, Marjorie Wescott.** 1958. *Reading Skills*. Holt, pp. 246. [808.54W85, ISBN-]