Checklist: Skimming Sources

Directions: Use this checklist to guide your activities as you skim a source. You can indicate whether you have completed a particular activity by placing an X in the left-hand column. You can also record your notes at the bottom of the checklist.

Done	Activity
☐	1. Identify the type of document – for example, book, magazine article, opinion column, scholarly journal article, personal Web site, Blog entry.
☐	2. Check the title.
☐	3. Check the table of contents if one is provided.
☐	4. Read the abstract, if one is provided, or the introduction.
☐	5. Check major headings and subheadings.
☐	6. Read the titles or captions of any figures and tables.
☐	7. Look for pull quotes (quotations or brief passages pulled out into the margins or set somewhere on the page in larger type).
☐	8. Scan the first sentences and last sentences of paragraphs for key information.
☐	9. Check the works cited list, if one is provided.
Notes:	