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**Sinopsis**

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The Houghton Mifflin Guide to Reading Textbooks highlights key skills and strategies required to successfully read college-level materials.

Part One describes key elements that often appear in textbooks, such as definitions, visual aids, and charts. Part Two examines how to deal with distractions, manage time, take notes, and read critically. In Part Three, students apply what they have learned to 5 short selections from various college disciplines. Part Four features three full-length textbook chapters from actual business, physical sciences and history texts.