

How to read a Book in 45 minutes

This is a theoretical hypelinked memo. It is in no way the replacement of [ADDOR72] or [GLASER98].

How to read a Book in 45 minutes [GLASER98, pp. 211 - 213]

1. Study the table of content
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 the little logic of the book and some generalizations.

Inspectional Reading [ADDOR72, pp. 32 - 43]

Every book should be read no more slowly than it deserves, and no more quickly than you can read it with satisfaction and comprehension (p43).

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

Analytical Reading [ADDOR72, p. 163]

Stage #1: Finding what a book is about

1. Classify the book according to kind and subject matter (p. 60).
2. State what the whole book is about with the utmost brevity (p. 75).
3. Enumerate its major parts in their order and relation, and outline these parts as you have outlined the whole (p. 76).
4. Define the problem or problems the authors has tried to solve (p. 92).

Stage #2: Interpreting a Book's Contents

5. Come to terms with the author by interpreting his key words (p. 98).
6. Grasp the author's leading propositions by dealing with his most

important sentences (p. 120).

7. Know the author's arguments, by finding them in, or constructing them out of, sequences of sentences (pp. 120, 129).
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 (p. 135).

Stage #3: General Maxims of Intellectual Etiquette

9. Do not say you agree, disagree, or suspend judgment, until you can say "I understand" (p. 142).
10. Do not disagree disputatiously or contenttiously (p 145).
11. Demonstrate that you recognize the difference between knowledge and mere personal opinion by presenting good reasons for any critical judgment you make (p. 150).

Special Criteria for Points of Criticisn

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

Four ways of Words in a Dictionary (p. 180)

1. Words are physical things.
2. Words are parts of speech.
3. Words are signs.
4. Words are conventional.

Four ways of Facts in a Encyclopedia (p. 185)

1. Facts are propositions.
2. Facts are **TRUE** propositions.
3. Facts are reflections of reality.
4. Facts are for some extent conventional.

Practical Books (p. 193)

- Practical books can never solve the practical problems with which it is concerned.
- A practical problem can only be solved by action itself

Other Books

- History (p. 234), Science and Mathematics (p. 255), Philosophy (p. 270), Social Science (p. 296).