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how much reading you accomplished in those 5 minutes 3 multiply the amount of reading you accomplished in 5 minutes by 12 to determine your average reading pace per hour 4 when you receive a reading assignment or identify a block of text to study apply the rate to web note taking styles the style of notes is dependent on the person there are many kinds including the cornell notes method flow notes and mind maps choose one you re most comfortable with and is easy for you above all make sure it is organized

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