

Reading Retrieval Planning Mat

Text/Topic: _____

Your Name: _____

Date: _____



1. FOCUS

What am I trying to find out?
(My retrieval focus or question)



2. PLAN MY RETRIEVAL

Where might the answers be found?
(Sections, chapters, paragraphs, pages)



3. MY RETRIEVAL QUESTIONS

My Question (What am I asking?)	Type (Tick one)	Where I'll Look (Pages/Sections)	Key Words (To help me find it)	Importance (High / Medium / Low)
1.	<input type="radio"/> F Fact <input type="radio"/> I Infer <input type="radio"/> E Explain			
2.	<input type="radio"/> F Fact <input type="radio"/> I Infer <input type="radio"/> E Explain			
3.	<input type="radio"/> F Fact <input type="radio"/> I Infer <input type="radio"/> E Explain			
4.	<input type="radio"/> F Fact <input type="radio"/> I Infer <input type="radio"/> E Explain			
5.	<input type="radio"/> F Fact <input type="radio"/> I Infer <input type="radio"/> E Explain			



Fact = Right there



Infer = Read between the lines



Explain = Why or how



4. RETRIEVE & RECORD

Write or note your answers (use evidence).

1	
2	
3	
4	
5	



5. CHECK & SUMMARISE

Have I answered my questions?
What did I learn?

Write a 2–3 sentence summary of the key ideas.



**GOOD
RETRIEVAL
HABITS**



Look
carefully.



Use key
words.



Use
evidence.



Check and
improve.