

# How to do a Book Survey

1. Read the book as many times as you can.
  - A. Read it in different versions.
  - B. Do this in at least 3 different settings.
  - C. Go through the same book in Quiet Time.
2. List the major themes and highlights of the book.
  - A. Look for key words and phrases.
3. Make a loose tentative outline.
  - A. Look for major divisions in the book- also transitions on words.
  - B. Choose a title that is unique to the book.
4. Summarize the historical background of the book:
  - A. Sources to use:
    - Bible Handbook
    - Study Bible
    - Bible Dictionary
    - Commentaries
    - Concordance
  - B. Information to include:
    - To whom was it written
    - By whom was it written (Do life investigation.)
    - When was it written
    - Why was it written
5. Make a chart to summarize what you have discovered in your survey. Make it on one sheet of paper. Use the chart on the following page or design your own. The value of such a chart is that it enables you to picture visually the contents and divisions of a book.
6. Read the book again.
7. Make an application. Consult the application page in this handout for help on making applications.

## OPTIONAL

8. Write a paragraph answering this question: "What is the importance of this book to Christian knowledge, life and service?"
9. Look up key people in the book in a concordance and/or Bible dictionary.
10. Look up key cities. (Use a Bible atlas or a Bible dictionary.)





# How to do Chapter Analysis

You can use the charts on the following pages or your own paper to record your insights on the chapter analysis.

1. Read the chapter 3-6 times. (Use different translations if possible.)
2. Pick a **Title** for the chapter. The title is a summary of the chapter in a few words. What unique message comes from this chapter.
3. Pick a **Key Verse**. This is the verse in the chapter that best expresses the message of the chapter. This is not necessarily the verse you like best or challenges you the most. It is the one that summarizes the chapter.
4. **Outline** the chapter. Get a blank sheet of paper. Look at the number of verses in the chapter you are studying. Go verse by verse through the chapter. Write the verse number on the left and after it write out the meaning of the verse in as few words as possible. Start a new line and do verse 2. Do that for every verse in the chapter. Now look at your summary for each verse and you should be able to see where the subject changes from one paragraph to another. These subject changes are the major divisions of your chapter. Use these divisions to outline your chapter. Give each section a title. (See Sample- I John 1)

<b>Outline</b>	<b>Knowing Christ</b>	<b>Claiming to Know Christ</b>
<b>Verses</b>	<b>1 - 4</b>	<b>6 - 10</b>

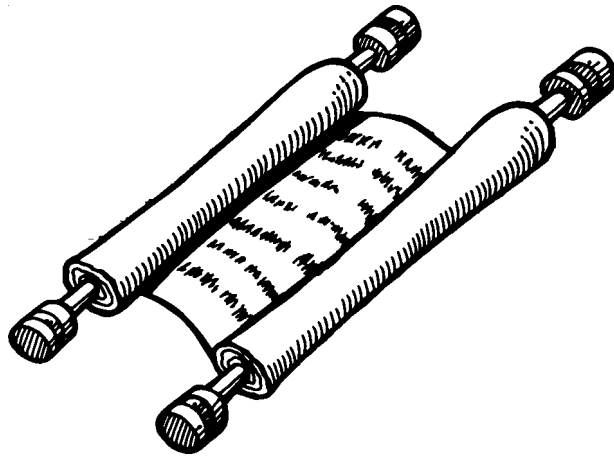
5. Record **Observations**. What does the verse say? Who, what, when, where and how? Look for information like a detective would. Who are the people involved? What happened? What ideas are expressed? What resulted? Where does this take place? What is the setting? When did it take place? What was the historical period? Why? What is the purpose? What is the stated reason? How are things accomplished? How well? How quickly? By what method? Are there any key words in the passage?
6. Record **Interpretative Questions/Answers**. What does the verse mean? • Write out questions about what you don't understand in the passage. What do you think this passage meant to the original audience that received it? In light of its meaning to its original audience what does it mean to you? Are there any words you need to better understand? What is the single primary meaning of this passage?
7. Record **Correlation (cross references)**. Look up cross references to you key words and phrases. Use the references in the margin in your Bible. Look in the concordance in the back of your Bible for key words used in the verses you are studying. What other verses use the same word(s)? As you look up cross references jot down notes on how they shed light on the passage you are studying.
8. Record **Possible Applications**. For each verse you study write out 1 or more possible applications of what you are studying. These will include changes in your thoughts and beliefs as well as your attitudes and actions. What specifically could you do to change in this area?
9. As you studying the passage pray that God will speak to you about what He wants you to do with what you are learning from His Word. Write out an **Application**. Make sure you include these elements.
  - Principle-* What is the truth of God's Word?
  - Problem-* In what ways have I not lived according to God's Word?
  - Plan-* What will I do to live according to God's Word?
  - Proof-* What evidence is there that I have applied this truth? Who will keep me accountable to this?

# Chapter Analysis

<b>Chapter Analysis</b>	Chapter:	Chapter Title:		
	Key Verse (write out):			
<b>Outline</b>				
<b>Verses</b>				
<b>Passage Analysis</b>	<b>Observation</b>	<b>Interpretative Questions/Answers</b>	<b>Correlation (cross references)</b>	<b>Possible Applications</b>

**Application**

<b>1. Principle-</b> What is the truth of God's Word?	<b>3. Plan-</b> What will I do to live according to God's truth?
<b>2. Problem-</b> In what ways have I not lived according to God's truth?	<b>4. Proof-</b> What evidence is there that I have applied this truth? Who will keep me accountable to this?



## How to do a Book Summary

You can use the chart on the following page or your own paper to record your insights on the book summary.

1. Review your Book Survey.
2. Reread the book one to three times.
3. List chapter titles and key verse for book. Revise if necessary.
4. Write out what you believe to be the theme of the book and its significance for today.
5. Outline or summarize the book using your chapter outline as a guide. Do not necessarily limit yourself to chapter divisions.  
A good outline has 2-4 main divisions.
6. List your applications.
7. Reread the book, comparing your chapter titles and your outline.
8. Consider your book title. Have you chosen one that uniquely describes the book you have studied?
9. List major lessons and challenges from the book.

### OPTIONAL

10. Memorize book title, chapter titles, and key verse(s).
11. Mark sections that would be especially helpful in teaching or helping someone else. You can make a diagram, an outline, or an illustration to help communicate the truth of these key passages.
12. Collect all your studies, summary and survey in a notebook or file for future reference.

# Book Summary

<b>Summary</b>	Book Title:	Author of Book:	Key Verse:
	Theme of Book:		Significance of Book:
<b>Titles</b>			
<b>Chapters</b>			
<b>Key Verses</b>			
<b>Book Outline and/or Summary</b>			
<b>Applications</b>			
<b>Major Lessons and Challenges</b>			
<b>Key Sections for Teaching</b>			