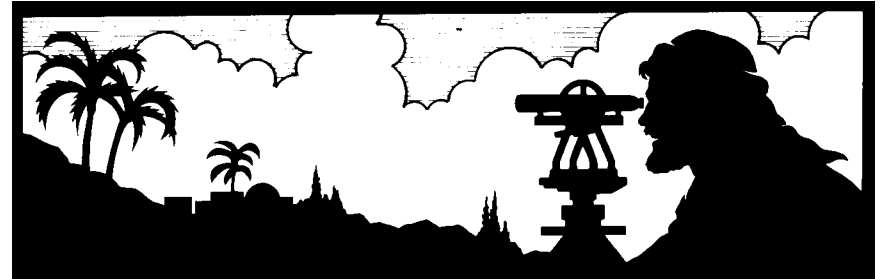


HOW TO DO A BOOK SURVEY

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



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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.)

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BOOK SURVEY

Survey	Book Title:
	Author of Book:
	Time of Book:
	People in Book:
	Places in Book:
Theme of Book:	
Significance of Book:	
Titles	
Chapters	
Key Verses	
Themes	

BOOK SURVEY

Survey	Book Title:
	Author of Book:
	Time of Book:
	People in Book:
	Places in Book:
Theme of Book:	
Significance of Book:	
Titles	
Chapters	
Key Verses	
Themes	



HOW TO DO ABC BIBLE STUDY

You can use the charts on the following pages or your own paper to record your ABC study.

A- A title

Jot down two or three titles that come to mind as you study, then select the best one or make a composite of them. The title should give the summary of the chapter in the form of a heading.

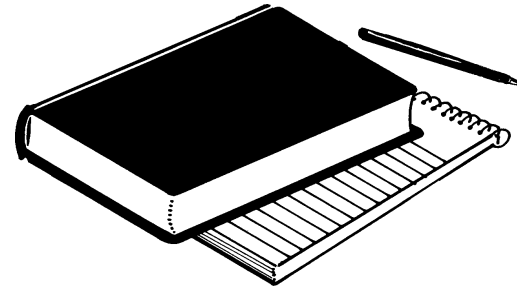
B- Basic Passage

Choose the verse or group of verses (no more than three) which includes the central meaning or is the key to the contents of the passage. This passage should connect with the title.

C- Challenge

As you study the passage ask God to challenge your heart in a personal way from a particular portion of the chapter. As God reveals this to you write out in your own words the corresponding verse(s) from which you are taking your challenge. Then write out how the challenge applies to you and state what you plan to do about it. Make your applications specific (What exactly do I need to do?), measurable (How will I know when I have applied this to my life?), and attainable (Can I finish it this week?).

Examples: Bad: I need to be more loving.
 Good: I will show love to my roommate by making his bed all week.



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Examples: Bad: I need to be more loving.
 Good: I will show love to my roommate by making his bed all week.

Types of Application:

- S- Is there a **sin** I need to avoid, confess or make right?
- P- Is there a **promise** God makes in this passage that I can ask Him to do for me?
- E- What **examples** are there to follow? Not to follow? Why?
- C- Are there any **commands** I need to obey?
- K- Is there any **knowledge** I received about God or found out I need to research?

D- Difficulties

Write down the number of the verse or verses that raise any questions in your mind as you study the passage. Then write out what specific question(s) you have about the verse. If time permits research the answer(s) to some of these questions.

E- Essence

Write out a summary or brief condensation of the passage. Summarize all parts of the passage equally not giving too much space to one part. One way to do this is to write one sentence in a rough draft for each successive thought in the passage, using your own words instead of the words of the text. Then condense your summary into fewer words, combining your sentences and making them shorter. You should average two to eight words per verse.

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ABC BIBLE STUDY

Date: _____

Study Passage: _____

A A Title _____

B Basic Passage _____

C Challenge _____

Verse of the Challenge: _____

Truth of the Challenge: _____

Personal Application of the Challenge: _____

D Difficulties:

<i>Verse:</i>	<i>Difficulties</i>
_____	_____
_____	_____
_____	_____
_____	_____

E Essence: (summary) _____

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Date: _____

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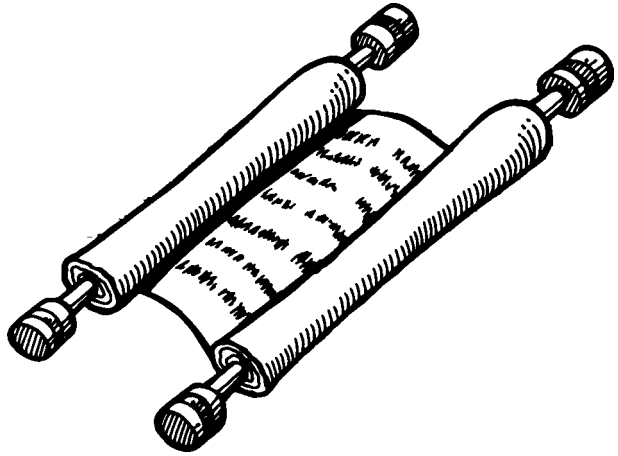
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<i>Verse:</i>	<i>Difficulties</i>
_____	_____
_____	_____
_____	_____
_____	_____

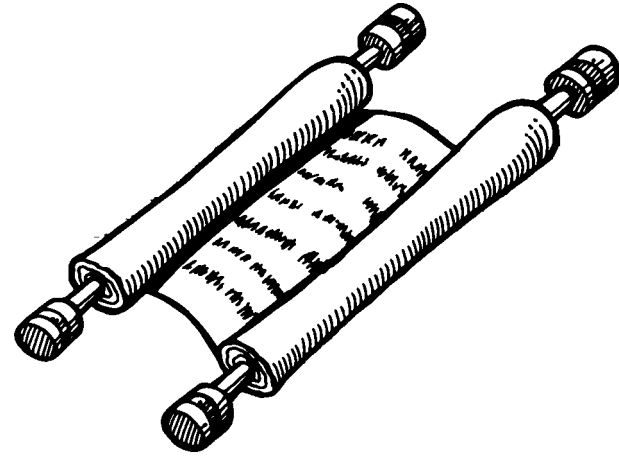
E Essence: (summary) _____



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.



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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?

OPTIONAL

9. List major lessons and challenges from the book.
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.

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BOOK SUMMARY

Summary	Book Title:
	Author of Book:
	Key Verse:
	Theme of Book:
	Significance of Book:
Titles	
Chapters	
Key Verses	
Book Outline and/or Summary	
Applications	

BOOK SUMMARY

Summary	Book Title:
	Author of Book:
	Key Verse:
	Theme of Book:
	Significance of Book:
Titles	
Chapters	
Key Verses	
Book Outline and/or Summary	
Applications	

CHOOSE

JOY!



*Paul's Letter
to the Philippians*

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