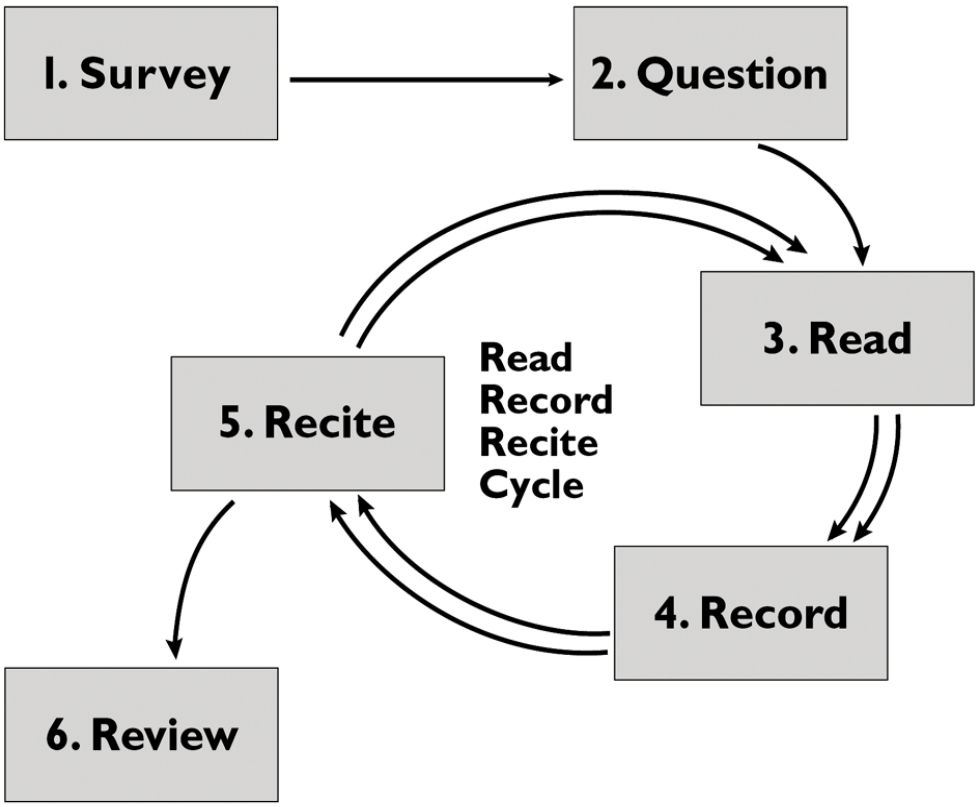
Using the SQ4R Reading System



THE STEPS OF SQ4R

1. *Survey* the chapter.
2. Write *Questions* for each heading and subheading.
3. *Read* the information one paragraph at a time.
4. Select a form of notetaking to *Record* information.
5. *Recite* the important information from the paragraph.
6. *Review* the information learned in the chapter.

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Step One: Survey the chapter

Read the introductory materials carefully.

Read the headings and subheadings.

Look at the visual materials such as charts, graphs, or pictures.

Read marginal notes.

Skim over terminology or information in special print.

Read the end-of-chapter materials, including any conclusion, summary, or chapter review questions.

Step Two: Write Questions

Formulate a question for each heading or subheading in the chapter using the following words:

Which?
When?
What?
Why?
Where?
How?
Who?

Step Three: Read Carefully and Thoroughly

Read one paragraph at a time

Stop so that you can concentrate and comprehend each paragraph

Step Four: Record Information

After reading each paragraph, take notes of the important information you will need to study, memorize, learn, and use. This allows you to have a reduced or a condensed form of the information you are expected to know, keeps you actively involved in the learning process, and writing information offers another way for you to hold information in working memory and encode it for your long-term memory.

Index Note Cards
Highlighting
Formal Outlines
Cornell Notes
Visual Mappings
Hierarchies
Comparison Charts
Two-or-Three Column Notes
Annotations
Marginal Notes

Step Five: Recite

Before moving on to the next paragraph, recite the information written in your notes by speaking out loud and in complete sentences. Reciting helps encode the information for memory and creates important retrieval cues.

Repeat the *Read-Record-Recite Cycle* for each paragraph in the entire chapter.

Step Six: Review

Once you the surveying, questioning, reading, recording, and reciting stages are completed, you may proceed to the review stage. The suggested actions below will help you review the chapter.

Answer any questions at the end of the chapter.

Answer the questions that you wrote in the Question step.

Study and recite from the notes that you took in the Record step.

Write a summary of the information in the chapter.

Personalize the information by asking yourself additional questions.

How can this information be used?

How does the lecture from this class hit in with this information?

Why is this important to learn?

Create additional study tools such as index cards, study tapes, or visual mappings.

For math and science textbooks with math problems and formulas, copy the problems from the book.

Work the problems; compare the steps you used and your answers with those in the textbook.