

READING: SQ3R

Students can waste much time reading assignments without learning the material they are reading. An efficient reading/study system will encourage learning while reading and will include a way to reduce the amount of material to be later reviewed so that rereading material will not be necessary. Although you may find that in the beginning the method described below will take you longer the first time through a chapter, you will find that you will ultimately both save time and learn the material.

SURVEY

1. Survey your entire text at the beginning of the quarter. That includes reading the title, preface, introduction and the table of contents. Look for a glossary, index and appendices. Survey any one chapter, noting such study helps as illustrations, an introduction, summary statements, headings and questions at the end of the chapter.
2. Survey each chapter before you read it. Read the chapter title, the introduction, the headings and subheadings, and the summary. As you survey the chapter, you question. To get a bird's eye view of the main ideas and subtopics of the selection, you may wish to construct either a brief skeleton outline or a mind map of the chapter.

QUESTION

1. While you survey, you turn the title and the headings and the subheadings (if one, find and use topic sentences) into questions. Ask yourself what you already know about that topic (from living, from reading, from the instructor) and attempt to arouse your curiosity about what the text might have to say.
2. While your read, question each heading to give yourself a purpose for reading.

READ

1. Read only section by section (from heading or subheading to heading or subheading).
2. Read for the purpose of finding the answer to the question you asked.

RECITE

1. When you finish reading a section, look away from the text and recite the answer to the question you asked.
2. Then, reduce the information you read either by highlighting and marking in your text or by constructing a formal outline of the material.

REVIEW

1. To begin to store the information in your long term memory, it is important to conduct an immediate review. Go back to the reduced material (either the highlighting or the outline) and once again ask yourself the questions and recite the answers.
2. Review periodically thereafter, perhaps three times a week to begin and then less often as the material becomes fixed in your mind.