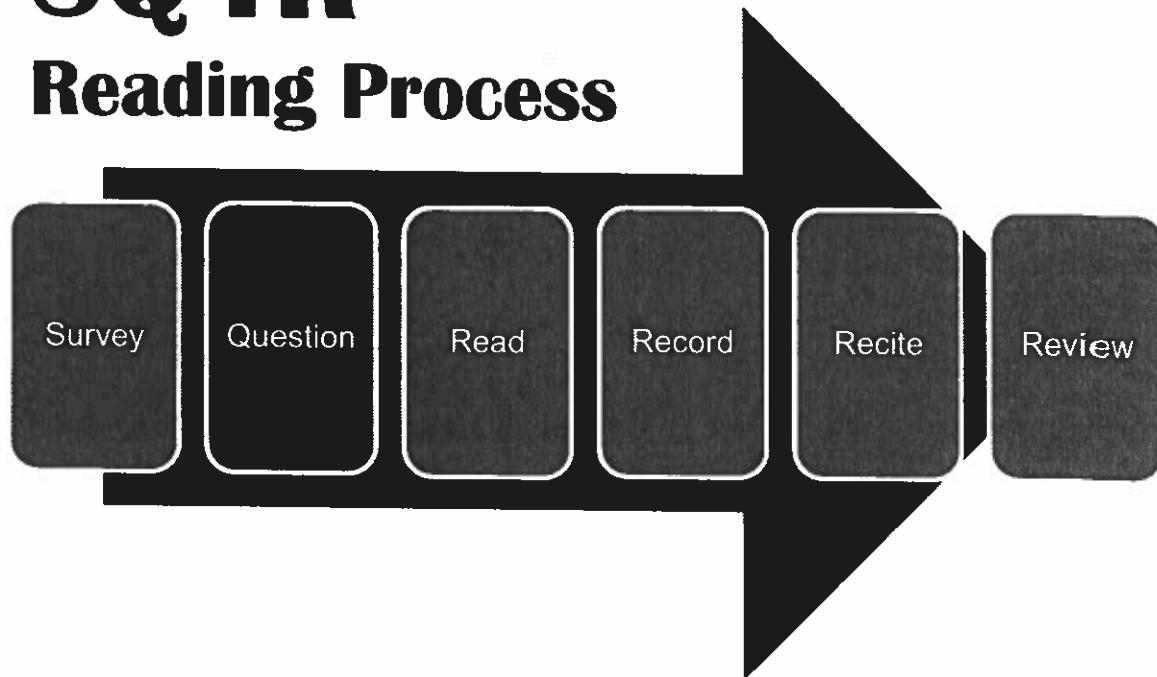


SQ4R

Reading Process



Six 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. **Record** information
5. **Recite** important information from each paragraph
6. **Review** information from the chapter or assigned reading

See Other Side



SQ4R

Reading Process

Survey the chapter

- Read the title.
- Read the introduction.
- Read headings and subheadings and marginal notes.
- Look at visual materials: charts, graphs, maps, diagrams, pictures.
- Skim over terminology or information in special print; i.e. italics, bold
- Read the end-of-chapter materials: conclusion, summary, or review questions.

Write Questions

Turn each heading or subheading into a question: use some of the following:

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

Read Carefully and Thoroughly

Read one paragraph at a time. Stop and think about what you read. Look for answers to your questions and write down in your own words. Make sure you understand the paragraph before moving on to the next one

Record Information

After reading each paragraph, take notes of what you feel is important--information you will need to study, memorize, learn, and use. This provides a condensed form of the information you are expected to know and keeps you actively involved in the learning process. Writing offers another way for you to hold the information in working memory and encode it for your long-term memory. The following are just some examples of methods of recording information:

Annotations
Highlighting (minimal)
Outlines

Comparison Charts
Index Cards
Two-or-Three Column Notes

Hierarchies
Marginal Notes
Visual Mappings

Recite

Before moving on to the next paragraph, recite out loud the information written in your notes. Reciting material retrains your mind to concentrate and learn as you read. Reciting encodes the information for memory and creates important retrieval cues.

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

Review

Review the chapter. This process helps mentally organize the material and build memory. You learn through repetition and reviewing will help enhance recall of information.

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 fit in with this information?

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

For math & science textbooks with math problems and formulas: work the problems; compare the steps you used and your answers with those in the textbook