Effective Reading:

The SQ4R Method

Almost all people struggle at one time or another with the things they need to read for school or work. They might easily lose focus and find themselves reading the same passage over and over again. Is this you?

Textbook reading is one of the most overwhelming aspects of college coursework. If you want to succeed, you need to find a way to get control of it.

Read on! Try this method for reading textbook material. Adapt it to your needs; find out what works best for you ...

SURVEY

- Title & Introductory material
- Subheadings & first sentence of each subsection
- Last paragraph or Summary
- **Boldface** print or *italics*
- Charts, maps, pictures, graphs, lists
- Marginal notes, outlines
- Questions at end of section/chapter

QUESTION

- Turn subheadings into questions: Who? What? When? Where? Why? How?
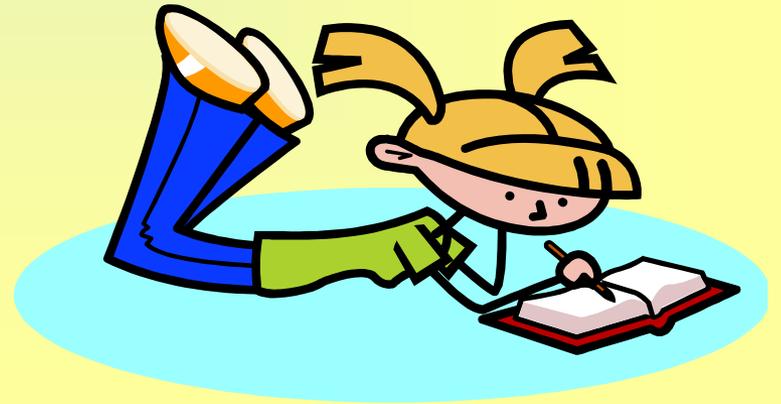- Use questions in introduction or at the end also.

READ

- Read to answer the above questions and questions at the end of the chapter/section.
- Read to discover new questions.

RECORD

- Record your questions and answers as you read.
- Make marginal notes of reactions, ideas, details, numbering, question marks, etc., as you read.

RECITE

- Ask and answer the questions orally.
- Use your own words as much as possible.
- Check your answers with the text and your notes. Revise.
- Repeat Question, Read, Record, Recite for all the headings

REVIEW

- Write a summary of the chapter or discuss the material.
- Quiz yourself daily using the questions and answers you wrote above.

A few more reading tips ...

- *Mark* your textbook as much as you need to.

- *Skim* the reading to get an overall sense of the message.

- *Scan* the reading to look for a specific point.

- Don't feel guilty about not reading everything word for word; be selective but thorough.

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