

SQ3R OR PQRS

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|-------------|-------------|
| 1. Survey | 1. Preview |
| 2. Question | 2. Question |
| 3. Read | 3. Read |
| 4. Recite | 4. State |
| 5. Review | 5. Test |

1. Survey (Preview) – in order to get the best overall picture of what you are going to study before you study it in any detail. One needs to know the general picture before one can make intelligent decisions about detail.
 - a. Surveying a book
 - i. Read preface (to note purpose of the book)
 - ii. Read table of contents (to note what book contains)
 - iii. Leaf through book glancing at headings and reading occasional sentences under them
 - iv. Read summaries of chapters
 - v. Look at study aids in the back of the book – glossary, index, appendix, etc.
 - b. Surveying a chapter
 - i. Read headings (to note organization of material – how topics go together and follow each other, to note what the main subject of each section is)
 - ii. Pay attention to the order of headings (Main headings and run-in side headings and sub-headings –such arrangements (order) tell you what topics are subordinate to the main topics. NOTE kinds of headings used. They are the key to the structure of the subject you are studying.)
 - iii. Skim some of the sentences at certain points within the chapter –look at pictures and charts
 - iv. Read summary to obtain most important points of the chapter.
2. Question – emphasizes the importance of asking questions for learning. People seem to remember what they learn in answer to a question better than things just read or memorized. Questions give purpose to our learning.
 - a. Questions should arrive every time you note a heading
 - i. What does the word or phrase mean?
 - ii. What does it mean in the present context?
 - iii. Be alert to and consider questions the author raises himself in the selection and following chapters.
 - iv. Five w's and h: who, what, where, why, and how
3. Read
 - a. Read actively – read in order to answer the questions which have been raised in your mind.
 - b. Continuously challenge yourself to make sure you understand what you have read.

- c. Note important terms—note especially any italicized words or phrases. These emphasize important terms, concepts and principles. Make sure you note and understand what is said about them.
 - d. Read everything—including tables, graphs, and other illustrations. Read and analyze them carefully. Illustrations convey information that cannot easily be expressed in words.
 4. Recite (State) – Recitations is an effective device for learning while reading a book. The only way you can find out what you have remembered and understood from your reading is to recite it to yourself. To make sure that you understand and remember, you should stop periodically and try to recall to yourself what you have read.
 - a. Try to recall the main headings and principal ideas under each heading.
 - b. Try to give a synopsis of your reading without looking at the pages.
 - c. Note your omissions and errors. General rule: as you read, stop at intervals to recite the substance of each major section of a chapter. Every time you see a new heading come up, stop and recite the material in the section you just finished. Do this for each side heading, then double up when you come to a main heading.
 - i. If you are learning disconnected and not too meaningful material (rules, items, foreign language vocabulary, names, laws, formulas) recitation will be your principle form of study and should run as high as ninety or ninety-five percent of your study time.
 - ii. For well-organized, story-like material (history, philosophy), recitation may be no more than twenty or thirty percent of the study time.
 5. Review (Test) –Review is a survey of what one has already studied
 - a. Skim over the headings of a book and ask yourself what they mean and what they have under them.
 - b. Re-read enough to check yourself and see either that you haven't left anything out or that your memory is refreshed.
 - c. Review summaries—see if you can retie them first and then check yourself by re-reading.

TIME TO REVIEW

1. Immediately after you have studied something after you have read a chapter reciting between each of its sections, you should immediately go back and review it. Try to recite the important points of the whole chapter and re-read as necessary to check yourself. Also review your notes on the chapter.
2. Review once or twice more between this first review and the review for an examination.
3. Final review emphasizes recitation. It should be more intensive, and one should go over all of the material one is responsible for on the examination. Pay special attention to the earlier material that has had more of a chance to be forgotten

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Remember the system. Apply the steps as you read your textbooks