



SQ4R *STUDY READING METHOD*

S = SURVEY

To “X-Ray” the “bones” of the chapter:

- As you survey keep asking yourself - **What do I already know about the topic?**
- Look at the **title**. Read the **introduction** or first two paragraphs
- Look over the **headings**: subheadings, boldface words, titles of graphs, charts, etc.
- Read the **Summary** or last two paragraphs
- Take no more than **5 minutes** to survey an average chapter

Q = QUESTION

To set a **purpose** and to get actively **engaged** in reading:

- Pose **Questions**, mentally or in writing, **before** you read the first section
- Turn a chapter heading, subheadings, or boldface terms into questions, beginning with “**why**,” “**how**,” “**what**,” “**where**,” “**when**,” or “**who**?”

R = READ

To find the answers to your questions posed in the Questioning step:

- Read only a **short section**, one paragraph to one page, depending on the difficulty of the text
- Read **quickly** and **selectively**, improving your comprehension by seeking the answers to your questions

R = RECITE

To find out what information you have gained from reading the short section:

- Answer your question **aloud**, in **your own words** to check comprehension
- **If you can’t say it, you don’t know it**
- Reciting requires the complete multi-sensory concentration needed to move information from **short-term memory into long-term memory**

R = “RITE”

To prepare your notes for later review, follow RECITE with any of the following steps:

- If the material is fairly easy, **underline** or **highlight**
- If the material is detailed or complex, **write brief notes** in the margin, in your notebook, or on post-it-notes
- In either case, **record key** names, dates, terms, definitions and ideas
- Mark any **confusing** portions for future clarification

NOW MOVE TO THE NEXT SECTION OF TEXT. RETURN TO THE QUESTION” STEP AND PROCEED THROUGH THE “READ,” “RECITE,” AND “RITE” STEPS

R = REVIEW

At the end of the chapter, do an **immediate**, brief **review** to **double retention**

- Take about **5 minutes** to review the full chapter, “**resurveying**” it again – adding to your own notes, highlighting or underlining
- A **week later**, review again briefly to strengthen long-term memory
- Review **each week** until you are tested, adding new chapters as they are assigned, to **cut study time** by up to **90%**

