Survey, Question, Read, Recite, Review

Applying the Steps of the SQ3R Process to

Textbooks
And
Other Print Materials
**SQ3R**

A classic approach to studying textbook reading assignments or information you must know well enough to teach to others.
SURVEY

Time: 5-10 minutes

Purposes:
- To acquire an overview of the entire assignment
- To get interested in the reading material
SURVEY (cont.)

Tasks

• Check out these items as you glance over the entire assignment or reading material:
  ◦ Length
  ◦ Source and date
  ◦ Headings, subheadings
  ◦ Pictures, graphs
  ◦ Bold-faced print, words in italics or quotes
  ◦ First, last paragraphs
Tasks (cont.)

- Decide how you will study the reading material:
  - In parts or
  - As a whole
QUESTION

Time: 10 minutes, maybe more

Purpose:
- To begin thinking about the subject matter
QUESTION (cont.)

Tasks:

- Study the questions at the end of a chapter (if this applies).
  - Write some of the questions down.. (the main part not multiple choice responses)
  - Use them as a study guide while reading the chapter.
Tasks (cont.)

Make your own questions:
- Convert headings or subheadings into questions.
- Make questions about bold-faced words or phrases.
- Use the question words asked by a journalist to help you form a question:
  - Who? When? Where?
  - What? Why? How?
READ

Time: unlimited
Purpose:
• To know the material very well for a test or presentation
READ (cont.)

Tasks:

- Complete the tasks of this step for each division of the lesson.
- Decide what is important and what is not.
- Highlight or underline main points.
  - Do not highlight whole sentences or paragraphs.
  - Focus on main subjects and verbs.
READ (cont.)

Tasks (cont.):
• Make notes in the margins
  ◦ Definition of terms
  ◦ Answers to questions from question steps
  ◦ Use one-word or phrase summary for a paragraph or groups of paragraphs
RECITE

Time: unlimited
Purpose:
• To see if you understand the material
RECITE (cont.)

Tasks:
- Close your book and write down what you remember.
- Use one of three ways to summarize:
  - Map or diagram
  - Outline
  - Paragraph
- Use your one word or phrase summaries to guide you (if you remember them).
Tasks (cont.)

- Repeat process for each part of the lesson.
- Redo the READ step if you cannot remember details.
REVIEW

Time: 30 minutes, maybe more
- It depends on how well you did the READ Step.

Purpose:
- To review the night before a test or presentation.
REVIEW (cont.)

Tasks:
- Review your RECITE notes.
- Repeat the READ step if you cannot remember anything.