



ACE Your Reading Assignments: How to Read a Textbook using the Classic SQ4R Method

<p>The SQ4R method has six steps and stands for: Survey, Question, Read, Recite, Record, and Review</p> <p>What you need to complete these steps: Your reading material (chapter, article, book, etc.) and note-taking materials (paper, pen/pencil, laptop/tablet, etc.)</p>	
<p>1. Survey</p>	<p><u>Chapter/article with headings:</u></p> <ul style="list-style-type: none"> • Read chapter/article objectives and/or introduction • Read the summary/conclusion at the end of the chapter/article • Skim discussion questions, & suggested readings at the end of the chapter/article • Skim headings and subheadings within the chapter • Skim graphics, charts, pictures, bold print, italicized words, and vocabulary words/concepts <p><u>Chapter/article without headings:</u></p> <ul style="list-style-type: none"> • Read the first paragraph, looking for the author’s purpose or thesis statement and the chapter/article will be organized • Read the first and last sentence of each paragraph, looking for topic sentences & main points • Note graphics, charts, pictures, and bold and italicized information • Read the last two paragraphs, looking for a summary of the key ideas
<p>2. Question</p>	<ul style="list-style-type: none"> • Divide a piece of paper in half so that you have a column on the left side of the page and a column on the right side of the page. • Turn main headings and topic sentences into questions and write them down on the left side of the page <ul style="list-style-type: none"> ○ Start with question words: who-what-where-how-why? • For a chapter/article with headings and subheadings, write questions that incorporate subheadings as answers. <p>Example: <u>Sample heading:</u> Learning Styles and Strategies <u>Sample subheadings:</u> Active and Reflective Learners, Sensing and Intuitive Learners, Visual and Verbal Learners, Sequential and Global</p>

	<p>Learners</p> <p><u>Sample introduction:</u> <i>Students preferentially take in and process information in different ways: by seeing and hearing, reflecting and acting, reasoning logically and intuitively, analyzing and visualizing, steadily and in fits and starts.</i></p> <p><u>Sample Questions:</u> What is a Learning Style? What kinds of learning styles are there? What are the characteristics of each learning style?</p>
3. Read	Read the chapter/article with the definite purpose of finding the answers to the questions from Step 2. Mark up your text as needed, highlighting answers as you read.
4. Respond	<p>Once you have read the section, answer the questions from Step 3 in your own words, either out loud or in your notes. If you can't answer the question, re-read that section until you can. Recognizing an answer in the text is not as effective as being able to recall an answer and recite it in your own words.</p> <p>If you have difficulty answering your question, read a few more sections to try to find the answer. If that still doesn't work, you may need to revise your question by making it more specific or by changing the nature of the question. (Using the example in Step 2, you might need to change a question from "How do I know which learning style a person uses?" to "What are some key differences between learning styles?")</p> <p>If you still can't figure out the answer to your question, and you can't find it in the reading, you probably need to see your professor or schedule an appointment with a tutor.</p>
5. Write	Once you can summarize the material in your own words, write down the answers to the questions you developed in Step 2 and recited in Step 4 on the right side of the page. Be as specific as possible.
6. Review	Keep all notes from your reading sessions together and review them regularly, at least once per week, from the beginning of the course. This is the secret to learning the material more deeply. The amount of time you need to review will actually decrease the more frequently you review your notes.