

SUMMARY OF SQ4R (SURVEY, QUESTION, READ, RECITE, “RITE,” REVIEW)

SURVEY

Determine the structure, organization or plan of the chapter. You will remember details because of their relationship to the total picture. This provides the framework for later reading.

- Think about the title. Guess what will be included in the chapter
- Read the introduction. Here the main ideas are presented—the “forest” that must be seen before the details and the “trees” that make organized sense.
- Read the summary. Here is the relationship among the main ideas.
- Read the main heads and subheading (boldface type). Determine where in the sequence of ideas each one fits. Ask yourself, “What do I already know about this topic?”.
- Examine graphs, pictures, and tables. Relate them to the main heads.
- Review the questions from any chapter quizzes.

QUESTION

Having a question in mind results in:

1. spontaneous attempts to answer it with information at hand
 2. frustration until the question is answered
 3. a criterion against which the details can be inspected to determine relevance
 4. a focal point for crystallizing a series of ideas (the answer).
 5. improved concentration and a clear purpose for reading
- Use the questions at the beginning or end of the chapter
 - Formulate questions by turning heads and subheads (or the first sentence of each paragraph) into questions. Example: Causes of Depression. What causes depression? What conditions are present before depression occurs?

READ

Read to answer the question. Move quickly. Sort out ideas and evaluate them. If the content does not relate to the question, give it only a passing glance. Read selectively.

RECITE

Answer the question—in your own words, not the author’s. Recitation encourages long-term learning.

“RITE”

- Write the question (one sheet of paper is to contain all the notes for the chapter—so be brief)
- Write the answer using only keywords, listings, etc. that are needed to recall the whole idea.

Q: _____

A: _____

Q: _____

A: _____

REVIEW

Increase retention and cut cramming time by using immediate and delayed review. To do this:

- Read your written question(s) at the end of your reading session.
- Try to recite the answer. If you can't, look at your notes. Allow five to ten minutes per chapter.
- Review again after within 24 hours and then once per week.

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Rev: 07/2008