Summary of SQ3R

♠ Survey: Determine the structure, organization or plan of the chapter. Details will be remembered because of their relationship to the total picture.
  o Think about the title. Guess what will be included in the chapter.
  o Read the introduction. Here the main ideas are presented.
  o Read the summary. Here the relationships among the main ideas are presented.
  o Read the main heads (boldface type). Here are the main ideas. Determine where in the sequence of ideas each one fits.
♠ Question: Having a question in mind has several benefits:
  o A spontaneous attempt to answer it with information already at hand
  o A frustration until the question is answered
  o A criterion against which the details can be inspected to determine relevance and importance
  o A focal point for crystallizing a series of ideas (the answer)
♠ Read: Read the chapter (or article) to answer your questions. Move quickly. Sort out ideas and evaluate them. If the content does not relate to the question, give in only a passing glance. Read selectively.
♠ Recite: Answer your questions—in your own words, not the author’s. Do as much of this as you can with the book closed. Open it to make sure you have included key points.
  o Write your questions (one sheet of paper is to contain all the notes for this chapter, so keep them brief).
  o Write the answers using only key words, listings, etc., that are needed to recall the main ideas.
♠ Review: Increase retention and cut cramming time by 90% by means of immediate and delayed review. To do this:
  o Read your written questions(s)
  o Try to recite the answer(s). If you can’t, look at your notes. Five to ten minutes will suffice for a chapter
  o Review again two days before a test