SQ4R Method for Reading Textbooks

S: Survey
Previewing will help you get your bearings and save time.
Preview the textbook: Read the front material, especially the table of contents.
  Note typographical and visual aids.
  Look for the glossary and other aids.
  Quickly read heading, subheading, and introduction.
    o Review what you already know about the subject matter.
    o Find the author's purpose.
Preview the chapter: Divide the chapter into small reading segments.
  Read the summary if there is one.

Q: Question
A questioning attitude makes the reader think.
Ask: What does the title of the chapter mean? What do I already know about the subject?
  o Question your purpose for reading the chapter. Why am I reading this? What do I want to get out of it?
  o Look at questions the author may have at the beginning or end of the chapter.

R1: Read
  o Use reading speed appropriate to the material and your purpose.
  o Develop more than one reading skill.
  o Read to get the main idea and supporting details.
  o Compare, analyze, and systemize as you read.
  o Answer specific questions. Make headings into questions.

R2: Recite
  o Recite orally in your own words as soon after reading as possible.
  o Talk to yourself, using the form in which you will need the information for discussion, answering specific questions, etc.

R3: (W)rite
  o Write a brief summary in your own words relating main idea to details.
  o Turn headings into questions and answer them.

R4: Review
  o Recitation and review must be a continuous process.
  o Make sure you understand the general idea behind what you've read.
  o Use a critical attitude toward material you've read.
  o Relate new material studied to what you already know.

Advantages of the SQ4R Method
  o Increases reading efficiency
  o Increases interest
  o Helps concentration
  o Relates new knowledge to previous knowledge
  o Builds confidence in ability to recite and take tests
  o Practice and regular application help achieve success