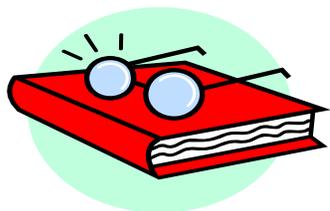


Step 5: “R” for REVIEW as an on-going process.

1. Reviewing won't help if you don't write or take notes.
2. The best time to review material is shortly after it has been learned and prior to the test. Research shows that despite the fact that about 90% of what we hear and read is forgotten within 24 hours, periodic reviews greatly diminish our brain's tendency to forget
3. Try to answer the questions in the review after you read. Do this without using the book. Mark the ones you got wrong and immediately find out what was incorrect.
4. Alternate between your flash cards and notes and test yourself (orally or in writing) on the questions you formulated earlier.
5. Periodically review so that at test time you will not have to cram.



Last but not least . . . when reading, time yourself. However, how fast you read is not a factor for good comprehension. Avoid reading for too long.

Practice makes perfect. In order for the SQ3R reading method to become personally effective, you need to use it frequently. With practice you will be able to tailor the system to your preferred learning style. In no time you will notice significant improvements in your comprehension level and ability to recall information.



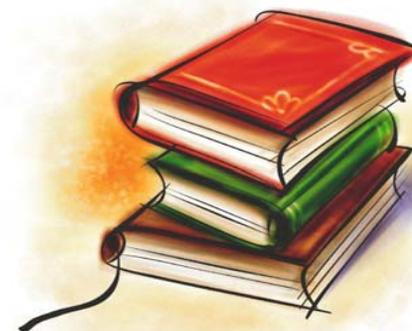
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FUNDAMENTAL TRUTHS

- ◆ Read in a well lit area, free of distractions and sit upright. Avoid being warm, as it can induce sleep.
- ◆ Read your textbook assignment before the professor's lecture to assure better understanding.
- ◆ Textbooks highlighting must be done with care. If overdone, all the busy work involved can give a false sense of accomplishment and defeat the purpose of quick identification of important points.



SQ3R READING METHOD

This is a simple **five-step system** that promotes meaningful reading and makes it easier to prepare for exams. Although it requires about 10 percent more time than regular reading, it greatly reduces the time required for later studying. From the beginning, this system can help you: learn the information better, combat the tendency to forget what you have read, increase the ability to concentrate, and organize the material for better recollection.

Step 1 - "S" for SURVEY involves scanning the assignment quickly, taking no more than five minutes to glance over the entire chapter.

1. Check heading and sub-heading (titles & sub-titles).
2. Inspect all graphs, charts, maps, tables, diagrams, and pictures, as they clearly summarize in a visual way many critical facts about the chapter.
3. Read the first (introductory) and last paragraphs of the chapter.
4. Read the questions and/or summary at the end of the chapter, as they indicate what information is most relevant.
5. Skim for key words and vocabulary (usually in bold or italics).

Step 2 - "Q" for QUESTION as you ASK yourself "What are the main points the author is trying to tell me?"

1. As you read, convert headings and sub-headings into who, what, where, why, and how questions. Read to find the answer to these questions.
2. By writing questions out, you stay mentally active with what you are reading.

Step 3 - "R" for READ the assignment carefully for meaning.

1. Read actively, underlining or highlighting key words and phrases to aid you in recalling the main points.
2. Take notes on the margins or on a separate notebook but write the information in your own words.

3. Look for answers to the questions you first raised.
4. Answer questions at the beginning or end of chapters or study guides.
5. Reread captions under pictures, graphs, etc., and study graphic aids.
6. To increase your comprehension, start a vocabulary page or note card system with definitions on underlined, italicized, and bold printed words or phrases.
7. Reduce your speed in difficult passages.
8. Stop and reread parts which are not clear.
9. If you did not understand a term or phrase, look it up in a dictionary or see if it was covered in an earlier chapter. You need to be clear before proceeding.

Step 4 - "R" for RECITE after each section.

1. Ask yourself questions about what you have just read. Summarize the answers in your own word.
2. Reread and repeat your marginal notes and underlining.
3. Use the method of recitation which best suits your particular learning style (auditory, visual, kinesthetic) but remember, the more senses you use the more likely you are to remember what you read.