Appendix 4: SQ3R
How to Read a Textbook

One technique recommended for textbook reading is called SQ3R. The steps in SQ3R are as follows:

Survey: Spend no more than 10 minutes getting a “preview” of what is in the chapter. Doing this gives you an idea of how the chapter is organized. The steps to survey a textbook are:
   1. Examine the title of the chapter. This tells you the subject you will be reading about.
   2. Read headings and subheadings and notice the relationship between the important headings in each chapter. This tells you the major areas of information contained in the chapter.
   3. Look at diagrams, graphs, pictures and other visuals. They give you more information about the chapter.
   4. Quickly skim the introductory and concluding sections of the chapter. This tells you the major points to remember.
   5. Read any study questions or review activities in the chapter. This tells you what you will need to learn and remember.
   6. Now try to predict what the chapter will be about and begin thinking about what you already know about these topics. Using this technique is an excellent way to building knowledge and interest on a topic by “activating your schema” and helping you organize to remember what you have learned. This technique can be used in all your classes to help you learn and remember.

Question: Always read your textbooks with the purpose of answering questions. This will keep you actively involved in your reading and will help your concentration. To create questions you should:
   1. Using How, What, and Why (and less importantly who, when, and where) turn chapter headings, subheadings, and italicized words into questions. You will read each section to find answers to these questions. AND/OR
   2. Use the study questions in the chapter to guide your reading. Read to answer the study questions. AND/OR
   3. Always be asking: What is the author’s main point and how is s/he supporting it?

Read: Now read the chapter, section by section, and underline as you find the answers to your questions. You should number the answers to your questions as you find them. You can also annotate in the margin of the book as follows:
   ? = If you do not understand something.
   ! = Something that looks important
   T = This is probably going to be on a test.
   V = Important vocabulary
   C = This is a very important conclusion.
Write down any comments or questions you may have as you read. Agree with the author, challenge the author, connect this information with lecture and other readings.

Recite: Recite means to do something with the answers to your questions. Say them out loud, or write the answers down in a question and answer format to achieve a good set of study notes.

Review: Now that you have read each chapter section by section, do a final review. This final review pulls the entire chapter back together again. You should:
   1. Reread each main heading
   2. Review underlined and highlighted sections
   3. Review your questions and answers again
   4. Do all of this within 24 hours of your initial reading to have maximum retention.

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