



BLACK HAWK COLLEGE

Reading Your Textbook

The most common textbook reading systems contain the steps developed by Francis P. Robinson in 1941.

The Steps of SQ3R

1. **Survey** the chapter.
2. Write **Questions** for each heading and subheading.
3. **Read** the information one paragraph at a time.
4. **wRite** the answer to the question.
5. **Review** the information learned in the chapter.

1. Survey the Chapter

Survey or preview the chapter to get an overview and big picture look at the entire chapter. Look at the introductory material (**title of the chapter, introduction, and chapter objectives**). Begin moving through the chapter by **glancing over the headings and subheadings**. Glance at **terminology** without reading the definitions. Carefully read the chapter **summary and chapter review questions**; these summarize the most important concepts of the chapter.

Surveying is a warm-up activity that gets your mind focused and prepared for serious work. It increases your motivation, interest, and confidence in learning new information and stimulates the learning process by laying a foundation for comprehending the chapter.

2. Write Questions

During the question step, **formulate a question for each heading or subheading or words that are in bold-face font** in the chapter. Use the words **which, when, what, why, where, how, or who** to turn each heading into a question. Writing questions will improve your comprehension as you read and provide you with valuable study questions to use when you review the chapter. Write the questions on notepaper using the Cornell note taking method. The questions help you to focus your reading and can help you concentrate as you read.

3. Read Carefully

During this step you should read carefully; focusing your reading on the question you wrote in step two. You will be able to attain accuracy and higher levels of concentration while giving your memory time to process new information. **Read from heading to heading until you are able to answer the question you wrote in step two.**

4. Write Answers

After you read from each heading to heading, it is time to write the answer to the question you wrote in step two. Writing the answers to the questions gives you a reduced or condensed form of the information that you need to learn. Because writing is involved, you are actively involved in the learning process which helps channel the information into your memory.

5. Review

After you have finished surveying, questioning, reading, and writing, you do the last step—reviewing. Carefully review the notes you wrote – read each question out loud, answer the question, then check your answer. If you answer correctly move on to the next question, if you answer incorrectly repeat until you get the correct answer. **Reviewing is a vital step. It summarizes what you just learned. To be able to retrieve this information efficiently you must practice by reviewing it frequently.** You should review these notes at least once a week.

For additional assistance, please see your TRiO Student Support Services Advisor.