



Reading and Outlining College Textbooks

Textbook marking must be done with thought and care, as it can be a useful aid to study and review. Using the SQ3R method can be very effective.

Reading and Outlining College Textbooks

- ▶ If you overdo underlining, you can get a false sense of accomplishment. Too much underlining defeats the purpose of quick identification of important points.
- ▶ The SQ3R Reading Method uses a 5 step system that promotes meaningful reading and makes it easier to prepare for exams.
- ▶ This technique requires 10% to 15 % more time than normal when reading an assignment from the first time.

SQ3R Method

- ▶ Benefits of the SQ3R Reading Method:
 - It helps you learn the information
 - It helps you combat the tendency to forget what you have read.
 - It helps you increase the ability to concentrate
 - It helps you organize materials into a pattern of main points and supporting details.

How does SQ3R work? 5 Stages

- ▶ 1. "S" is for survey
 - Survey the reading assignment quickly, taking no more than five minutes to glance over the entire chapter.
 - a. check the headings and sub headings
 - b. Inspect all graphs, maps, tables, diagrams and pictures, as they clearly summarize in a visible and tangible way many facts about the chapter.
 - c. Read the introductory and summary paragraphs.
- ▶ *Surveying orients you to what the chapter is all about before you study it in detail!*

How does SQ3R work? Stage 2

- ▶ 2. "Q" is for question
 - Ask yourself "What are the main points that the author is trying to tell me?"
 - a. As you read, convert headings and subheadings into **who, what, where, why, and how** questions and read to find the answer to these questions.
 - b. Looking for the answer to these questions will help you maintain interest in what you are reading.

How does SQ3R work? Stage 3

- ▶ 3. "R" for Read
 - Read the assignment carefully for meaning:
 - a. **Read actively**, underlining key words and phrases to aid you in recalling the main points. Look for the author's signs and signals that guide the readers
 - ❖ For example, authors use numbers and letters (1,2,3,A,B,C,...) to indicate relative importance or sequence of ideas. It is a good idea to circle, highlight, or underline such What helped people estimate well?
 - ❖ The use of italics and boldface are the most common ways to make words stand out.
 - ❖ Read for forward signals, such as **more, moreover, more than that, furthermore, also, and likewise.**

How does SQ3R Work? Step 4

- ❖ Counter signals are also good indicators. They include but, yet, nevertheless, otherwise, although, despite, in spite of, not, on the contrary, however.
- ❖ Summary signals (thus therefore, consequently and accordingly) indicate new ideas, summary statements, a result or a consequence.
 - b. use an asterisk, exclamation point or question mark to indicate an important definition, a key formula, or a potential test question.
 - c. Summarize key ideas in your own words in the page margin of the book.

□ *Actively reading increases your understanding of what is being read.*

How does SQ3R work? Stage 4

- ▶ 4. "R" for Recite
 - a. Without looking at the book, try to recite in your words what you have just read. You can repeat it out loud or go over it in your mind.
 - b. If you can't repeat the main points, you haven't learned the material and you will have to reread it again if you are going to retain anything.

How does SQ3R method? Step 5

- ▶ 5. "R" for Review
 - REVIEW the chapter at periodic intervals to refresh your memory and make the facts stick.
 - a. Reread your marginal notes and underlining and repeat.
 - b. The best time to review material is shortly after it has been learned, and of course, before the test.

Mastering the SQ3R Reading Method Step by Step

- ▶ Step #1 Survey the entire chapter for overall content and organization by reading introductory and summary paragraphs and all headings and subheadings.
- ▶ Step #2 Break the total chapter down into major units of no more than six to eight pages each.

Mastering the SQ3R Reading Method Step by Step

- ▶ Step #3 Skim the initial unit of the chapter to familiarize yourself with content coverage and organization of the unit.
- ▶ Step #4 While skimming, turn headings and subheadings into questions.

Mastering the SQ3R Reading Method

- ▶ Step #5 Read the initial unit of the chapter actively, underlining and writing notes when appropriate.
- ▶ Step #6 After reading the unit, try to confirm your mastery of the concepts by repeating them in your own words.

Mastering the SQ3R Reading Method

- ▶ Step #7 Repeat this skimming-reading-reciting process for each unit in the chapter.
- ▶ Step #8 After all the units have been read, quickly review the total chapter once again to help bring all of the concepts together and fix the material in your mind.

Mastering the SQ3R Reading Method

Three Additional Suggestions to get the most from your textbook reading:

1. **Timely reading:** Read your textbook assignment before the professor's lecture to assure better understanding of what is being said. Then, after the lecture, you should review the reading assignment to confirm your understanding of the presentation.

Mastering the SQ3R Reading Method

2. **Be a flexible reader:** Adjust your reading approach to fit your needs.
3. **Be a questioning reader:** What is the author trying to say? What is the author trying to get you to think or do? Is the material being presented based on facts or opinions? By questioning yourself as you read, you are being an effective and efficient reader.
