How to Read a Text Book
Using the SQ3R Reading Method
(Survey • Question • Read • Recite • Review)

I. Before Reading a Chapter

Step 1: Survey - Spend a few minutes reviewing the chapter.
   • Preview to get a sense of chapter organization
   • Note titles, headings, and subheadings
   • Glance at diagrams, graphs, tables, pictures, and cartoons
   • Skim introduction and conclusion of chapter

Step 2: Question - Write questions about material in chapter.
   • Develop questions using section headings
   • Ask who, what, where, when, or how to develop questions
   • Write questions down

II. While Reading a Chapter

Step 3: Read - With the questions you developed in mind, read each section.
   • Underline main points
   • Use numbers for lists, sequences
   • Use vertical lines to emphasize several points within a paragraph
   • Use asterisks for main points
   • Put phrases in the margins you want to remember
   • Highlight main points using colored markers

Step 4: Recite - Go back to the questions you wrote in Step 2 and answer them.
   • Use the markings you made in Step 3 to answer the questions
   • Recite the answers to the questions out loud or to yourself
   • Write the answers to the questions; these may be used as a study guide

III. After Reading a Chapter

Step 5: Review - Take the final step in understanding the material.
   • Review entire chapter
   • Reread each heading
   • Review highlighted and marked material
   • Answer the questions you wrote in Step 2

How to Prepare for a Test

Before the Test
- Test preparation starts on the first day of class
- Keep accurate notes
- Get a good night’s sleep the night before
- Eat light before the test
- Do not change your coffee routine
- Arrive early

During the Test
- Look over the entire test if permitted
- Know how much time you have
- Read all directions carefully
- Read each question thoroughly
- Answer questions you know first
- Review test when complete

Test Taking Tips

Multiple Choice Questions
- Read question before looking at answers
- Eliminate wrong answers
- Skip questions you’re not sure of and come back to them
- Read carefully answers that say “always”, or “never”
- Have a good reason to change an answer

True-False Questions
- Read carefully statements that say “always” or “never” – they are usually false
- Statements that say “usually,” “sometimes,” or “generally” – they are usually true
- If part of statement is false then the entire statement is false

Essay Questions
- Read all directions carefully
- Answer only questions specified by directions
- Budget time
- Answer all parts of question
- Use facts and details
- Proof read your essay