

SQ3R Method

Survey

- Examine overall structure of the reading
- Skim abstract, introduction, and conclusion
- Read all headings and subheadings
- Briefly review visual information such as tables, charts, maps, images
- Look over references
- *Time: Approximately 1 minute*

Question

- Ask questions about the reading and how it relates to your topic
- What is this reading about?
- What questions will this reading answer?
- What can I learn about my topic from this reading?
- *Time: 1 minute*

Read

- Actively engage the reading one section at a time
- Try to find answers for your topic in the reading
- After each section recite/rewrite what you learned
- Examine words in bold, italics, or underlined
- Highlight, mark up, and flag important content
- Reread problem sections if necessary
- *Time: Varies by reading*

Recite/Rewrite

- Put the reading away where you cannot see it
- Orally or in writing discuss key points of the reading
- If you have time try reciting and rewriting the information in your own words
- Pull from these notes when paraphrasing content in your paper
- *Time: Approximately 1 minute*

Review

- Write down additional questions that come up in the recite/rewrite process
- Highlight keywords and topics for continuing research
- Look over the reading again
- Discuss the reading with others
- *Time: Approximately 5 minutes*

Adapted from: MindTools. (2012). [SQ3R: Increasing Your Retention of Written Information](#). MindTools: Essential Skills for an Excellent Career.