



SQ3R Reading Method

Follow these steps to improve reading comprehension

Survey/Scan

Begin a chapter or section by reading only the headings, pictures, charts, highlighted words, and introductions or summaries.

Question

Create questions based on what you just scanned; for example, the heading "Leadership Traits," could be "What traits do leaders have?" Also, create questions that you hope to find answers to as you read.

Read

Move on to reading with a purpose. As you read, write down answers to the questions you created, as well as other key words or ideas that you think you will need to know.

Recite

After reading each chapter or section, stop to recite what you have learned by saying it out loud, explaining it to others, or writing a summary in your own words.

Review

Review your reading notes within 24-hours and then again at frequent intervals until no longer needed. Use this time to clarify anything you do not understand.