Planning your Reading

- Determine how much time you have to read the chapter
- Split your reading into smaller parts
- Set a clear plan of either how much time you want to read each day, or how much material you want to read in a day (number of pages, sections, chapters, etc.)

Choosing your Level of Altitude

- High Altitude
  - Look for keywords to find the exact spot that you need
- Medium Altitude
  - Skim through the area to get a better understanding
- Low Altitude
  - Read the entire section to understand

Reading in Clusters

- Reading in clusters will help with creating notes and improving retention while reading
- Read a single phrase, paragraph, or page at a time
- Take your time while reading to ensure that you are retaining as much information as possible
- If you get confused about what you are reading stop, go back and read again

Taking Notes while Readings

- Highlighting or underlining your textbook can have advantages and disadvantages
  - Advantage
    - Having a system for marking your textbook can allow for quick referral when reviewing
  - Disadvantage
    - You can end up with having an entire textbook marked up
- Avoiding a completely marked textbook
  - Try to make notes in margins or in your notebook instead of highlighting sections
  - Using either the Cornell Method or the Split Page Format (See Types of Note Taking Handout), write down key points and write down cue words to help you recall while reviewing your notes
**SQ3R**

- This method will help you with reading and retaining information from your textbook or from your notes

**Survey**

- Glance through the chapter to find the main ideas and read the final summary
- Keep your survey brief, you are only looking for the main topics
- Surveying will help you organize your thoughts as you are going through the material

**Question**

- Turn the main ideas into questions
- Include your questions in the cue section of the Cornell Style (see *Types of Note-Taking* Handout)

**Read**

- Read the section to clarify and solidify the material
- Remember to choose your altitude (high, medium or low) of reading before starting

**Recite**

- After you have read the material, look away and recite aloud what you have just read – this will help transfer the material into long-term memory
- If reciting alone seems awkward, work with a partner and recite to one another
- Repeat this process until you are confident that you understand the material

**Review**

- Review the chapter at the end of your initial overview
- Review the headings from the chapter from time to time to see if you actually remember the information contained in that section

- After using SQ3R a couple of times make it into your own method, adding another step or removing a step, to benefit your own learning