



# Academic Advising & Support Office

## Reading for Retention

### 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
  - o Look for keywords to find the exact spot that you need
- Medium Altitude
  - o Skim through the area to get a better understanding
- Low Altitude
  - o 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
  - o Advantage
    - Having a system for marking your textbook can allow for quick referral when reviewing
  - o Disadvantage
    - You can end up with having an entire textbook marked up
- Avoiding a completely marked textbook
  - o Try to make notes in margins or in your notebook instead of highlighting sections
  - o 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