

## SQ3R Strategy

**Identify** useful sources and what you want to find out.

1. Try the **SQ3R** strategy (adapted) - **Survey, Question, Read, Recap** and **Review**.

- **Survey** = Decide whether the text is of use to you.  
Preview the material to find out about the content. Use the document structure to help you (cover notes, contents page, index, chapters and headings). Just read the opening and closing paragraphs of a chapter or article.  
*If you decide the text is of use, be sure to write down the full Harvard reference now!*
- **Question** = Write down questions you want to answer.
- **Read** (see different techniques in points 2 - 5 below). Make brief notes and / or highlight the text if you are able to. Write down the page number in case you need to come back to the information. Be sure to put direct quotes (the actual words from the text) in quotation marks and write down page number.
- **Recap** = write any relevant notes against your questions.
- **Review** = check your notes for main points and for clarity. Go back over the text if there are any points you are unsure about.

2. **Skim** read for the gist. Try speed-reading tips.

3. **Scan** for a particular key word. ('Searchlight'.)

4. **Highlight** or write down key words / create a mind map.

5. Remember that sometimes you need to read a particular text closely ('deep reading'), e.g. when reading instructions, formulae or to make a detailed analysis of language.

### References:

Cottrell, S. (2008). *The Study Skills Handbook*, 3<sup>rd</sup> edn. Basingstoke: Palgrave Macmillan.