



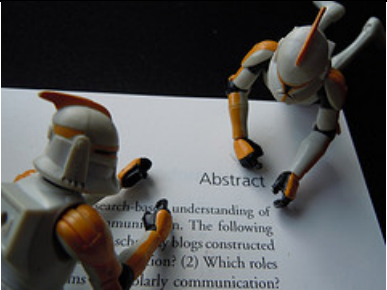


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SURVEY	 <p>Image from Flickr user <a href="#">Kalexanderson</a></p>	<ul style="list-style-type: none"> <li>• Examine overall structure of the reading</li> <li>• Skim abstract, introduction, and conclusion</li> <li>• Read all headings and subheadings</li> <li>• Briefly review visual information such as tables, charts, maps, images</li> <li>• Look over references</li> </ul> <p><i>Time: ~1 minute</i></p>
QUESTION	 <p>Image from Flickr user <a href="#">Kalexanderson</a></p>	<ul style="list-style-type: none"> <li>• Ask questions about the reading and how it relates to your topic</li> <li>• What is this reading about?</li> <li>• What questions will this reading answer?</li> <li>• What can I learn about my topic from this reading?</li> <li>• If this reading will be useful proceed to the next step</li> </ul> <p><i>Time: 1 minute</i></p>
READ	 <p>Image from Flickr user <a href="#">Kalexanderson</a></p>	<ul style="list-style-type: none"> <li>• Actively engage the reading one section at a time</li> <li>• Try to find answers for your topic in the reading</li> <li>• After each section recite/rewrite what you learned</li> <li>• Examine words in bold, italics, or underlined</li> <li>• Highlight, mark up, and flag important content</li> <li>• Reread problem sections if necessary</li> </ul> <p><i>Time: Varies</i></p>
RECITE/REWRITE	 <p>Image from Flickr user <a href="#">Kalexanderson</a></p>	<ul style="list-style-type: none"> <li>• Put the reading away where you cannot see it</li> <li>• Orally or in writing discuss key points of the reading</li> <li>• If you have time try reciting and rewriting the information in your own words</li> <li>• Pull from these notes when paraphrasing in your paper</li> </ul> <p><i>Time: ~1 minute</i></p>
REVIEW	 <p>Image from Flickr user <a href="#">Kalexanderson</a></p>	<ul style="list-style-type: none"> <li>• Write down additional questions that come up in the recite/rewrite process</li> <li>• Highlight keywords and topics for continuing research</li> <li>• Look over the reading again</li> <li>• Discuss the reading with others</li> </ul> <p><i>Time: ~5 minutes</i></p>

Source: MindTools. (2012). SQ3R: Increasing Your Retention of Written Information. *MindTools: Essential Skills for an Excellent Career*. Retrieved April 6, 2012, from [http://www.mindtools.com/pages/article/newlSS\\_02.htm](http://www.mindtools.com/pages/article/newlSS_02.htm)