

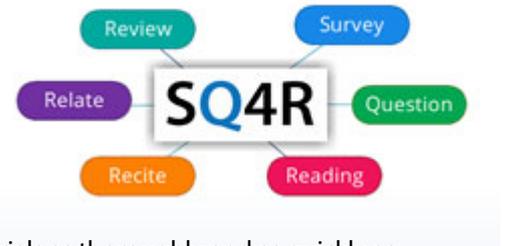
## Minimise Study Time Maximise Scores



### VCE Exam/Study Tip 7: SQ4R: A Powerful Reading Technique

The SQ4R method is an effective strategy for academic and textbook reading and include 6 steps:

- Survey
- Question
- Read
- Recite
- Relate
- Review



The technique has been designed to maximise comprehension and to learn materials as thoroughly and as quickly as possible.

#### Survey

- Get a general picture of the material before you start to read. Surveying helps to form a cognitive map of what you'll be reading and provides a framework for organising the material.
- Read the headings, subheadings, table of contents, picture captions, tables and figures.
- Read the introductory and concluding paragraphs in each section.
- Take note of any bold, capitalised or italicised text.
- Read the chapter summary.

#### Question

- Turn headings, subheadings and titles into questions. For example, if you're reading part of a chapter called "Functions of the Spinal Cord," ask yourself, "What are the functions of the spinal cord?"
- Ask yourself the following questions:

*What is the reading about?*

*What is the purpose of this text?*

*What are the key points, arguments, supporting evidence or examples provided?*

*What do I already know about this topic?*

*What do I want to find out?*

- Ask “who, which, why, what, when, where and how” questions at each stage of your reading.
- Identify what you don’t know.
- Predict the questions that may appear in the exams.

### Read

- Read the chapter, paragraph by paragraph.
- Read and re-read until you can answer the question: “What did the author say in this paragraph?”
- Try to answer your questions as you read.
- Re-read important sections.
- Reduce your reading speed when dealing with difficult passages.
- Underline or circle important information.

### Recite

- Read a section out loud and then rephrase what you have read in your own words, out loud.
- Summarise important concepts in writing – in your own words.

### Relate

- It’s easier to remember things that are personally meaningful. Therefore, try to relate the material to personal experience.

*Does this apply to any experiences you’ve had or read about before?*

- Try to link new information to concepts or previous information with which you are familiar.

*How does the new concept relate to the concepts you already know? Does it relate? Why?*

*How does this reading connect to your other readings?*

*How does the reading relate to your notes? Where are the discrepancies?*

- Make up test questions that connect the sections and work through questions that enable you to apply your readings.

### Review

- Briefly look back over the material, recite and test yourself. What have you missed or got wrong?
- Try drawing a mind map to review the information.
- Reflect on the meaning and application of the major points.
- Review on a regular basis.

Regards,  
TSFX