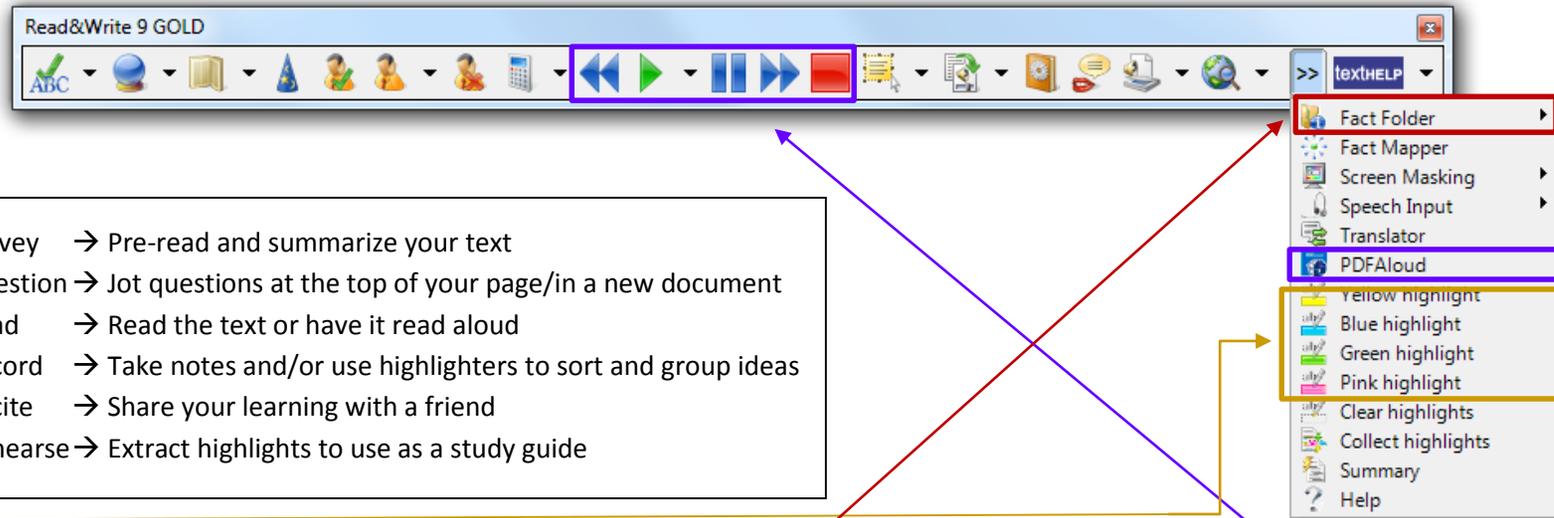


SQ4R: A Learning and Studying Strategy

The **SQ4R strategy** has been proven to help students **better understand and retain information**. The steps in this strategy include **Survey**, **Question**, **Read**, **Record**, **Recite** and **Rehearse**. Some of these steps can be used and enhanced with free Read and Write (R&W) software.*



Survey → Pre-read and summarize your text
Question → Jot questions at the top of your page/in a new document
Read → Read the text or have it read aloud
Record → Take notes and/or use highlighters to sort and group ideas
Recite → Share your learning with a friend
Rehearse → Extract highlights to use as a study guide

SURVEY:
 Prepare yourself by thinking about the title/subject. Consider what you already know and what you want to know. Read headings, subheadings, and introductory and concluding paragraphs. If you are working with an online document, copy and paste main ideas and headings into a new page to help you summarize, or save them to the R&W fact folder. Examine illustrations.

QUESTION:
 Ask and record questions (in the margins or a separate document) about the text you surveyed, and add to these as you read the full text.

READ:
 Read or have your text read out loud with a text-to-speech or pdf read aloud function. Read actively, engaging with the information and seeking to answer your questions (and the objectives of the text).

RECORD:
 Once you've understood the material, find some way to record the information: Highlight, mark the text, take notes, or use some combination of these methods. Use virtual or real highlighters to colour-code information or group related ideas. For example: *GREEN* → *Main Ideas*; *BLUE* → *Supporting Points*; *PINK* → *Source Information*. Alternatively, you can use the same colours to mark related ideas in your text or research notes. This can also help you to formulate points and gather supporting evidence for an essay. (With R&W, you can collect highlights into a new document.)

RECITE:
 Dictate the points which you have learned from the reading. You can do this section-by-section, but try reciting without looking at the text). Share your learning with a friend.

REVIEW:
Review the information you have gathered (as a summary or outline). Rehearse it regularly for a few minutes each day (not only before a test), as you build on and increase your knowledge.

*For information on how to obtain Read and Write software and how it can benefit you as a student, speak to one of our tutors.