



# COLLEGE MATTERS

**Tips to help you succeed in your academic college career**

## How to Read & Remember Your Textbook

- Know exactly what the assignment is.
- Decide when and where you will read the assignment (a quiet, comfortable place).
- Try to do your reading at the same time each day. Don't wait till you are "in the mood." Keep it business-like; this is your job.
- Know your textbook by looking at the contents, index, glossary, etc.

### Use the SQ3R approach to your studying

**Survey** -look over the entire section to be read:

- Read the title, author, date etc.
- Read the first paragraph.
- Read all the subheadings, chapter titles, boldfaced words - but don't stop to read about them.
- Examine illustrations, graphs, charts, pictures, etc.
- Read the last paragraph and any questions that follow the selection.

**Question** - after you finish your survey, you will most likely have many unanswered questions floating around in your brain. Write these down. This will help you establish a reason to read.

Ask the big six: Who, What, When, Where, Why, and How.

**Read** - carefully read the entire selection from start to finish. Keep your purpose in mind and answer the questions you thought of earlier. Take notes in your accompanying notebook. Make notes in the margin of your book. When you come across a major idea, stop reading and write a summary in your own words. If you highlight, only highlight the MAJOR terms, definitions, short explanations. Do not highlight large amounts of text.

**Recite** - answer all the questions you thought up. Do this at the end of each major section and again when you have finished the entire reading assignment.

**Review** - this is where the study part comes in. Look over all your notes. Find another good student to review with. Make notes or flashcards to help you review when you are by yourself.

(Adapted from Writer's Inc., 1995)

**Learning Enhancement Center**

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