Welcome to Ohio Dominican University Library’s Tutorial, Effective Reading.

Help. No matter what you read.

Do you have trouble remembering what you read? Do you have trouble understanding what you read? This tutorial will introduce you to a method to help you save time & frustration by helping you learn to read more effectively! It’s called SQ4R, which is an acronym for 6 steps to effectively read and understand any text:

1. Survey the section or chapter
2. Write Questions for each heading and subheading
3. Read the information one section at a time
4. Record important information by taking notes
5. Recite the information out loud
6. Review the information learned in that section.

Let’s take a closer look at each step.

Step 1: Survey

The survey step involves scanning through the text to determine how the information is organized, and what you need to learn. This involves scanning through:

- Headings
- Subheadings
- Summaries
- Graphs
- Charts
- Images
- Captions

This will help you visualize and make sense of the body text when you read through it later. Now you should have a general idea of how this text is organized as well as its main ideas.

The Next Step: Question

By question, we mean to turn each heading and subheading into a question. Use some of these question words to get you started: which, when, what, why, where, how, and who. Write them down and review them as you read. Ask yourself what you already know about those topics. And What might you want to find out?
Let’s take a look at a sample excerpt from an article, Biodiversity and Deforestation in the Amazon Rain Forest. Here are some questions you might ask yourself, based on this heading:

- What is biodiversity?
- How does deforestation impact biodiversity?
- Who are the major players in deforestation?
- How can the effects be minimized?

**Our Next Step: To Read!**

To ready carefully, keeping your distractions to a minimum. Engage with the text, not your cell phone. Keep your questions in mind. Look for major points and arguments and the answers to your questions.

**Our Next Step: Record**

Take notes! Taking notes helps you remember what you read. As you read write down definitions, details, facts, and explanations of concepts.

Be as brief as possible, use single words or short phrases in place of sentences where it makes sense. Remember: Keep it short. Less is more.

**Our Next Step: Recite**

When you finish each section read your notes out loud to yourself. You will make more associations in your brain between what you already know and what you are reading. This helps you think things through and remember what you’ve read.

**Lastly, Take Time to Review**

After you finish a few sections, look at your questions and try to answer them. Can you? Explain the answers to yourself out loud, this will help to reinforce those associations you made in the Recite stage. If you had trouble, feel free to consult your notes, or even go back and read the section again until you are confident that you know the information.

**For Effective Reading...**

The concepts from SQ4R were designed for textbooks, but you can apply them to any other book or journal article.
For books, survey the introductory and concluding paragraphs of a chapter to pull out the key facts and information, these will help you formulate questions.

For articles, an abstract, introduction, and conclusion sections are typically key parts to survey.

So to Review our Six Steps:
1. Survey
2. Question
3. Read
4. Record
5. Recite
6. Review

Those are the steps!

**This Tutorial Was Created with the Help of Others’ Work...**
And we would like to acknowledge them here.

References:


Cooperative Library Instruction Project (CLIP). (n.d.) *Effective Reading* [video]. - Our tutorial was created using content and some graphics from this video tutorial with permission per Creative Commons licensing. Retrieved from [https://youtu.be/zvgZTOuPzY](https://youtu.be/zvgZTOuPzY).

Questions?

So, as you get into your reading, if you have any questions,…

Contact your instructor.

Or see Ohio Dominican University’s Write Place Tutors for assistance:
- [www.ohiodominican.edu/arc](http://www.ohiodominican.edu/arc)
- [writeplace@ohiodominican.edu](mailto:writeplace@ohiodominican.edu)
- (614) 251-4510 or 6673

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