

Survey: Before you begin actually reading the chapter or article, go through and look at the headings and subheadings. For textbooks, this should be simple because most chapters are divided into many sections.

Question: After you survey the headings and subheadings, go through and ask yourself some basic questions.

- What is this section about? How does it fit into what I am studying?
- Are there elements in this section that are familiar to me? Are there words and ideas that are completely unfamiliar to me?
- What elements/themes/ideas appear to be important?

If this is a chapter or article that you need to read closely, use this step to generate some questions to guide the reading process. One way to do this is to turn the headings, topics, and/or subheadings into questions using words such as who, what, where, how, and why.

Read: Working at your own pace, actively read each section.

Recite: Depending on how closely you want to read the text, take time to answer the questions. As you do so, add any personal notes, such as connections to previous material or ideas pertaining to lecture. By the end of this step, you should have created a review sheet complete with study questions and answers.

Review: Use your notes to review the reading before class and prior to exams. The more often you review, the better you will recall the material. Remember to study actively. Instead of simply rereading your notes, try answering the questions you generated without looking at the answers. If you find that you are unable to answer the questions, you probably do not have sufficient understanding or recall of the material