SQ3R: A READING STUDY SYSTEM

SURVEY	Read the chapter title, introduction, learning objectives, summary and end of chapter questions. Also review bold face headings and subheadings, graphics, and italics throughout the chapter. This will provide an overview of the chapter and create a mental framework for understanding the chapter more thoroughly as you read.
QUESTION	Prior to reading each section, turn each heading into one or more questions. It will be helpful if you write your questions down so you can refer to them as you move through this process. This step helps one's mind engage and concentrate and creates and active learning environment.
READ	As you read each section, look for answers to your questions. This fills in the information around the mental framework you have created in the previous steps.
RECITE	After you have finished reading a section and before moving on to the next section of the chapter, go back to your questions to see if you can answer them. If you can't, you may have missed the main ideas in that section and may want to read it again. If you can answer them, you're ready to move on to the next section, repeating the question, read and recite process for the new section of the chapter.
REVIEW	This is the final step in your reading session. Again, review your questions too see if you can answer them. This step helps to refine your mental organization and begin to build your memory and understanding of the material. Following this model as your read chapters is likely to reduce the amount of time you will need to spend studying the chapters the week before the test because you have already begun to learn the material as you move through this process.

http://www.ucc.vt.edu/academic_support_students/study_skills_information/sq3r_reading-study_system/index.html