

Directions: Use this guide to read with a purpose, understand the reading, and retain information you learned. You may find some readings to be more difficult than others, so use this guide based on your needs.

<i><u>Survey</u></i>	<i><u>Question</u></i>	<i><u>Read</u></i>	<i><u>Recite</u></i>	<i><u>Review</u></i>
				
<i>2-5 minutes</i>	<i>5-10 minutes</i>	<i>~20% of your time</i>	<i>~80% of your time</i>	<i>5-10 minutes</i>
<ul style="list-style-type: none"> <li>• Look over the material: title, headings, visuals, &amp; bold words.</li> <li>• Read the summary if possible.</li> <li>• Think about what you already know.</li> </ul>	<ul style="list-style-type: none"> <li>• Turn headings into questions.</li> <li>• Write a series of questions you have about the material.</li> <li>• This should be based on the survey step.</li> </ul>	<ul style="list-style-type: none"> <li>• Read the text with the purpose to answer your questions.</li> <li>• Break reading into sections.</li> <li>• Don't try to read every word.</li> <li>• Read a whole paragraph before you highlight or take notes.</li> </ul>	<ul style="list-style-type: none"> <li>• Say it out loud in your own words.</li> <li>• Write answers to questions in your own words.</li> <li>• Recite your answers out loud.</li> </ul>	<ul style="list-style-type: none"> <li>• Look over your notes and quiz yourself.</li> <li>• Make connections between the reading and class notes.</li> <li>• Write 3-4 sentences about what you read overall.</li> <li>• Create test questions you may see on the exam.</li> </ul>

### Extra Tips and Tricks

- Start with budgeting 1 hour for reading.
- Circle / Underline key words in a sentence.
- Choose a place to read with minimum distractions.
- Mark words you don't know and look them up.
- Reward yourself after reading.