

SQ3R Reading and Study System
Note Taking Tips
Time Scheduling Suggestions

Study Skills for the Technical Institute



Developing successful study skills

is a way to develop good employment skills. Well-organized, efficient people are always in demand in the workforce so skills that compliment a great work ethic will lead to success in the classroom as well.



SQ₃R Reading and Study System

- **Survey** Page through the chapter, skimming the introduction, glossary and summary or outline.
- **Question** Look for questions at the end of the chapter, study questions supplied by the instructor or form your own while conducting the survey.
- **Read** Search for the main idea of the chapter. Use a pen or highlighter and make notes in the margin to emphasize major points.
- **Recite** Take a moment to recall major points using margin notes and highlights as prompts.
- **Review** Scan the entire reading assignment. Answer the review questions paying close attention to margin notes, underlining or highlights. Plan to review the textbook and any class notes daily. Research indicates a 70% increase in retention after two months of using the system.

Note Taking Tips

- Read/skim the lecture material before class.
- Go early, stay late.
- Sit close to the instructor.
- Listen for main points and definitions of new terms.
- Use abbrev.
- Use lots of paper.
- Leave spaces if you can't keep up.
- Review.
- Compare notes.

Time Scheduling Suggestions

- Plan enough time for study.
- Study at the same time every day.
- Make use of free hours during the school day.
- Space study periods.
- Plan for daily reviews.
- Leave some unscheduled time for flexibility.
- Allot time for planned recreation, campus or church activities.

Educational Services Center & Timmerman Library Room 210

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