



Note-Taking Skills

What is the SQ3R Method?

SQ3R (Survey, Question, Read, Recite, Review) is a research-backed note-taking method designed to enhance comprehension and retention of written material.

S

SURVEY

Determine broadly what the text is about:

- Titles & Heading
- Pictures, Bold/Italics
- Intro/Conclusion
- Footnotes

Understand the text:

- Who is the author?
- What type of text is it?
- How does it connect to your studies?



Q

QUESTION

Turn headings into questions that guide your notes:

- What's the main point here?
- Why does it matter?
- How does it link to my notes?

Your questions become note headings



R

READ

Dive in, noting answers to your questions. Capture:

- Core ideas under each heading
- Key examples/details
- Stay focused—skip fluff for tight notes



R

RECITE

Close the book; rewrite notes from memory

- Summarize in your words
- Answer questions without looking
- Highlight gaps to fill later

Turns reading into owned knowledge



R

REVIEW

- Go over the text's main points and summarize the material's main ideas.
- Assess how well you remember the content.
- Refine your notes.
- Revisit your questions, answers, and material.
- Regularly review your notes to strengthen memory retention through repetition.



Call or email the counseling office for academic or mental health support.



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