SQ4R Worksheet

Use the worksheet for your readings as it will help you concentrate and focus while you read, improve your understanding of the information and enable you to use your time more efficiently.

Survey:
For each resource:
A. Examine the chapter and section titles, headings and subheadings.
B. Read introductions, conclusions, abstracts and chapter summaries.
C. Take note of any bold or italic print.
D. Observe graphics, diagrams, charts, tables, formulae, and boxed inserts.

What is the chapter/article about?

What major topics are included?

Question:
• Who: whose interests are served by the ideas expressed?

• What: what ideas are being explored and debated?

• When: did the event described occur before or after an important historical event?

• Where: from which countries did the researchers draw their data?

• Why: why did the researchers employ a particular approach?

• How: how do the authors’ examples illustrate the points that they are trying to make?
Read:
For each resource:
A. Break the material into appropriate and manageable sections.
B. Examine closely the first sentence of every paragraph to gain an idea of what will be discussed.
C. Look for the answers to your questions within the text and note any new questions that arise.

Respond:
As you read, you will have a variety of reactions to the text - excitement, confusion, annoyance, etc. Ask yourself what, specifically, in the text leads you to react in a particular way.

Record:
Your notes serve primarily as a summary or synthesis of main ideas, a starting point for future reference and reflection, and a way back into the reading for key quotes or concepts. Be sure to note the source, including page numbers of ideas or quotes.

Review:
Review your questions and the notes you have made. Compare the information in the text you have just read with your knowledge of the topic from other readings.

- What is the evidence or reasoning put forward in support of the claims?
- What objections could be raised to the ideas and arguments put forth by the author? Do you agree or disagree with these arguments, or have alternatives?
- What does the author want you to think? What’s left out?