

## TOPICS IN PROFESSIONAL SOCIALIZATION AND DEVELOPMENT



### PROTIP #1: How to get the most out of your reading time "S Q 3 R + 25 WS"



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The reading of scientific presentations -- chapters in books, articles in journals, or volumes of presentations -- requires skills and techniques that differ from casual reading. It's NOT efficient to just **plow through** from the first paragraph to the last, as you would do in reading a novel or newspaper article. Below are six steps which can make your reading time most productive.

- SURVEY:** Take **five minutes** (no more) to make your survey of the reading. If it's a book, look through the table of contents and page through the volume. If it's an article in a journal or a chapter in a book, quickly read the **abstract** (if provided); read the **first paragraph**; then **page through** the rest of the text. Linger for a minute on the **conclusion**. Then STOP.
- QUERY:** Then take **two minutes** to sit back and ask yourself: What are the **major questions** which this reading addresses? What seems to be the **major point** (or finding)? What do I want to get out of this assignment? DON'T refer back to the manuscript. DO jot down your "first impressions" as to the **principal message or question addressed** in this reading.
- READ:** Then, and only after you have gone through the first two steps of survey and query: **read the text**. Underline or highlight the major points; **write notes in the margins** to reflect the organization or major points of the presentation. For maximal understanding, you may want to write an **outline** reflecting the organization and major points of the reading. Don't be too detailed -- your task is to get the **MAIN POINTS** the author is attempting to communicate. Don't take too much time.
- RECITE:** Next take another **two minutes** to sit back and ask yourself: What are the **MAJOR POINTS** of the author's presentation? What are the central things you should remember about it tomorrow? Do you have any questions or criticisms of the paper? What don't you understand?
- REVIEW:** Then go back to **review** the text and your notes. **Skim; read through quickly**. Were you correct in your listing of the central points? Were your questions answered? What criticisms do you have still?
- 25WS:** Finally: **Write down a summary limited to 25 words or less** of what you have read. One sentence; boil it all down to this. You'll be surprised how long you remember this summary, and how useful it is in your studying for the course.