Using SQ4R Method for Effective Note-Taking

1. **Survey**
   - Read the preface and introduction to the text, and browse through the table of contents and the index to get a sense of the main topics in your text.

2. **Question**
   - Create your own questions, based on your knowledge of the material or your lecture notes.

3. **Read**
   - Read attentively to find the answers to your questions.

4. **Record**
   - Summarize answers to questions in your own words and record what you read.

5. **Respond**
   - Close the textbook and answer your question in your own words.

6. **Review**
   - Have a regular review period at least once a week. This is an effective strategy for retaining information.

SQ4R is an acronym for Survey, Question, Read, Record, and Respond.