FCS Academic Support & Resource Centre

Using SQ4R Method for Effective Note-Taking

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

Survey



Create your own questions, based on your knowledge of the material or your lecture notes

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

Review



Read

Read attentively to find the answers to your questions.



Summarize answers to questions in your own words and record what you read



Record



Close the textbook and answer your question in your own words.