



University of Alaska

southeast Connections

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TITLE III: ALASKA NATIVE SERVING INSTITUTIONS

UAS SITKA CAMPUS

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SQ3R - Increasing Your Retention of Written Information

SQ3R is a useful technique for fully absorbing written information. SQ3R helps you to create a good mental framework of a subject, into which you can fit facts correctly. It helps you to set study goals. It also prompts you to use the review techniques that will help to fix information in your mind. By using SQ3R to actively read a document, you can get the maximum benefit from your reading time.

The acronym SQ3R stands for the five sequential techniques you should use to read a book:

Survey:

Survey the document: scan the contents, introduction, chapter introductions and chapter summaries to pick up a shallow overview of the text. Form an opinion of whether it will be of any help. If it does not give you the information you want, discard it.

Question:

Make a note of any questions on the subject that come to mind, or particularly interest you following your survey. Perhaps scan the document again to see if any stand out. These questions can be considered almost as study goals - understanding the answers can help you to structure the information in your own mind.

Read:

Now read the document. Read through useful sections in detail, taking care to understand all the points that are relevant. In the case of some texts this reading may be very slow. This will particularly be the case if there is a lot of dense and complicated information. While you are reading, it can help to take notes in Concept Map format.

Recall:

Once you have read appropriate sections of the document, run through it in your mind

several times. Isolate the core facts or the essential processes behind the subject, and then see how other information fits around them.

Review:

Once you have run through the exercise of recalling the information, you can move on to the stage of reviewing it. This review can be by rereading the document, by expanding your notes, or by discussing the material with colleagues. A particularly effective method of reviewing information is to have to teach it to someone else!

Key points:

SQ3R is a useful technique for extracting the maximum amount of benefit from your reading time. It helps you to organize the structure of a subject in your mind. It also helps you to set study goals and to separate important information from irrelevant data.

If you use SQ3R, you will significantly improve the quality of your study time.



FuniBonz...



A professor was grading the essay finals he had just given his class and opened the exam book of a failing student to reveal blank pages and a \$100 bill. The only thing written in the book was: "\$100 = 100% - I get an A."

A month later, the student approached the professor. "I don't understand," he said. "I failed the course. Didn't you read my final?" The professor handed the student the exam book.

The student opened it to reveal: \$50 and the phrase "\$50 = 50% - You fail!"

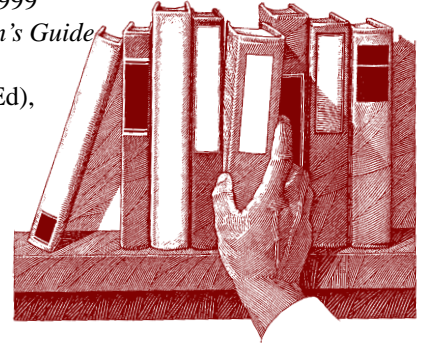


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Your Academic Facilitators have these books available for your use:

- *Becoming a Master Student*, Ninth Edition Concise, David B. Ellis, 2000
- *Going Back to School: College Survival Strategies for Adult Students*, Frank Bruno, 2001
- *Major in Success: Make College Easier, Fire up your Dreams and Get a Very Cool Job*, Patrick Combs and Jack Canfield, 2000
- *Dropping Out or Hanging In: What You Should Know before Dropping Out of School*, Duane Brown, 1998
- *Dropping Out or Hanging In: What You Should Know before Dropping Out of School*, Leader's Manual, Duane Brown, 1998
- *Real A+ College Term Papers*, Mark Allan Stewart, 1999
- *Guide to Distance Learning Programs 2001 (Peterson's Guide to Distance Learning Programs, 5th Ed)*, 2000
- *MLA Handbook for Writers of Research Papers* (5th Ed), Joseph Gibaldi
- *The St. Martin's Guide to Writing*, Rise Axelrod and Charles Cooper, 2001

These titles may be checked out from your Academic Facilitator.



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Send us your news and photos!

This newsletter will be sent each quarter and we'd love to hear from you. If you have a news event, a success story, or some helpful tips, please let us know. We'll include it in this print newsletter as well as on-line on the Title III website:

<http://www.geocities.com/tnbme/TitleIII/TitleIIIindex.html>

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February 18-19, 2002

Outreach Student Support Workshop in Sitka

Twenty-three visitors from around Southeast Alaska converged on Sitka Campus for a Training Workshop aimed at polishing the skills of the Outreach Coordinators and Academic Facilitators who assist Distance Education students in their communities.

The two days were tightly packed with sessions on topics such as University Procedures, Advising Center Services, Financial Aid and How to Find Money for College, Using the Resource Library, Using UAS On-line and Caucus, Tutoring

Help, Ordering Books from MBS, and much more!

The general consensus was that the time spent was well worthwhile.

Future workshops will increase opportunities to interact with faculty and staff.

