Appendix C: SQR4 STRATEGY PRACTICE FORM

Note: The way you filled in the SQ4R handout may vary from the way I did. For example, you probably chose different questions. Just make sure you covered the material from the chapter.

<table>
<thead>
<tr>
<th>Survey: Skim over the following parts of the chapter:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>42. Look at the <em>chapter title</em>: What is the title? What is the chapter dealing with?</td>
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<tr>
<td>&quot;Become an Active Listener&quot; The chapter explains how to become a better listener.</td>
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<tr>
<td>43. Read the <em>introduction</em>: What will be covered?</td>
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<tr>
<td>Five specific ways to become an “active” listener.</td>
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<tr>
<td>44. Read the <em>main headings</em> and <em>subheadings</em>: How are ideas presented?</td>
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<tr>
<td>Ideas are presented as a list of ideas to help the reader become an active listener.</td>
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<tr>
<td>45. The headings in this chapter are: Set purposes for Listening, Ask Questions, Put Extra Listening Time to Good Use, Pay Attention to Verbal Signposts, Know What Helps and Hinders Listening</td>
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<tr>
<td>Read the <em>chapter summary</em> at the end: What are the chapter’s major points?</td>
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<tr>
<td>46. Look at any <em>graphs, charts, and/or pictures</em>. What do these visual aids show/explain?</td>
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<tr>
<td>There are two tables. One explains verbal signposts and the other outlines what helps and hinders listening. There is also a margin note that gives the definition for the “verbal signposts.”</td>
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<tr>
<td>47. Which terms are <em>boldfaced</em> or <em>italicized</em>?</td>
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<tr>
<td>Clarifying and informational questions are italicized along with active process. Verbal signposts is boldfaced. Each of the five headings is also boldfaced.</td>
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<tr>
<td>Read the <em>first sentence</em> of each paragraph.</td>
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</tbody>
</table>
Question: On the left side of the paper, jot down at least five questions to answer while you read the text. You can do this by turning the chapter titles, major divisions and subheadings into questions. (Try inverting the subheadings or first sentences into question form using “who,” “what,” “when,” or “how.”) You can also use questions at the end of the chapter.

48. What are verbal signposts?

Verbal signposts are words or phrases that help you figure out what is important and what isn’t. Words like, “most importantly” or “here are three reasons for this” would signal important information to write down. There are signposts that summarize, contrast, compare, etc.

49. What helps listening?

1) Having a purpose for listening.
2) Asking questions to either seek information or clarify a point helps you become involved.
3) Focusing on the speaker’s main topic.
4) Concentrating and trying to ignore distractions.
5) Using thinking time to summarize, take notes, and evaluate.
6) Withholding judgment until after everything has been said.

50. What hinders listening?

1) Not concentrating, thinking about other things or giving into distractions.
2) Not caring about what the speaker has to say.
3) Getting sidetracked by tangents or controversial statements.
4) Letting emotions turn off reasoning.

51. What can I do during “extra” listening time?

1) Anticipate what the speaker is going to say.
2) Summarize and evaluate the information gained so far.
3) Take notes.
4) Pay attention to nonverbal cues.

52. What specific things can I do to become a better listener?

1) Sometimes when someone says something I don’t agree with, I get emotionally involved and don’t hear some of the lecture.
2) I need to always have a purpose to listen—especially when I’m not interested in the topic.
3) I should jot down my questions so I won’t forget them after a lecture.

Read Actively: Divide your chapter into small sections. Read, looking for answers to your questions.
53. **Record:** Write down the answers to your questions on the right side of the page next to your questions. Use your own words. Write down any other important pieces of information in this section.

Other points:

Not only do you need certain skills to become an active listener, you need a positive attitude.

It’s important to be flexible when taking notes since some speakers don’t give organized lectures.

Informational questions help you gather information, clarifying questions help you show you understand something.

54. **Recite:** Go over the information you learned while reading the chapter. Say the concepts you learned out loud, in your own words. Verify that you did this step by briefly explaining what you did.

Since I was home alone, I spoke out loud to my computer. I went over the five methods covered in the reading and gave examples of verbal signposts and things that help and hinder listening.

55. **Review:** Read back over the main headings and your notes. Summarize in your own words what you learned.

- Five methods to help me become an active listener are: having a purpose for listening, paying attention to verbal signposts, using extra time to stay focused, asking questions, and knowing what helps and what hinders listening.
- Verbal signposts are words the speaker uses that tell me to focus on what the speaker will say next. These help me figure out which information is the most important to remember.
- Some things that will help me become a better listener are concentrating, ignoring distractions, not getting too emotionally involved, taking flexible notes, focusing on the speaker’s main points, not being judgmental and listening for verbal signposts.
- Some things I should avoid are letting my mind wander, getting sidetracked by unimportant information, not caring and getting too emotionally involved.