

## Module 7.5: Applying the SQ3R Method

### Video Transcript – Applying the SQ3R Method

Now that you have learned the five steps in the SQ3R method, how will you apply them as you read? In this video, you will view a demonstration of how this method is applied to the type of reading you might encounter in a course textbook. I'll focus on the first three steps in the method: surveying the chapter, formulating questions, and reading to find key information. Today I'm going to read a chapter in an Organizational Behaviour Textbook on need-based theories of motivation – the same principles would apply to reading in other courses. My first step is to survey. I'll skim the chapter quickly to get the main idea.

The first place I will begin is the Learning Objectives. I notice that in this textbook, they are located at the beginning of the chapter. I read these carefully to discover the main concepts that I will learn by reading. The next part of the chapter I'll review is the key takeaways at the end of the chapter. Remember – there's no rule that says that I need to read each page in order. By reading the key takeaways, I gain a sense of the most important information in the chapter. This will help me to focus my reading later.

Now, I'll go back to the beginning of the chapter, and briefly skim the contents. I'll pay particular attention to the headings and to any key diagrams. I'm noticing a key diagram for both Maslow's hierarchy of needs and the ERG theory. I also notice two other key headings as I skim: I now know I will read about two factor theory and acquired needs theory. From the information I've gained in the survey step, I've determined that my goals for reading are:

- To be able to describe the four theories of motivation.
- To identify how these theories are similar and different.
- And to understand how each theory explains employee behaviour.

My next step is to begin questioning and reading. I'll base my questions on key headings I notice. The first heading I read is *Maslow's Hierarchy of Needs*. What questions can I ask about this? You may want to pause this

video here and try to create 3-4 questions you might want to ask. Then, resume the video to see how the questioning process works.

Here are the questions I've developed:

1. What is Maslow's hierarchy of needs?
2. What are the levels in Maslow's hierarchy? (I remember that there are levels from my survey step)
3. Why are there different levels in the hierarchy?
4. How does Maslow's theory explain employee behaviour?

I've added my questions to my note-taking page. I begin reading looking for the answer to my first question. I find the answer here, in the first paragraph. *The theory is based on a simple premise: Human beings have needs that are hierarchically ranked. There are some needs that are basic to all human beings, and in their absence nothing else matters. As we satisfy these basic needs, we start looking to satisfy higher order needs.*

Now, I want to add this information to my notes. To get the most benefit of this step, I will recite the information in my own words, then write it down. The step of putting information into my own words ensures that I understand it clearly.

I pause and think about how I can express what I've read in my own words. I can say it like this: *Maslow's theory states that everyone has levels (a hierarchy) of needs. When our basic needs are met, we move to fulfil our higher levels of need.* I'll now add this information to my notes.

You will notice that I have left a wide margin on my note-taking page. This space allows me to add additional thoughts, images, and questions about the material later on. I may want to add additional information I learn in class.

I'll move through the same steps to answer my other three questions. You may want to pause this video here and try these steps out for yourself.

As I'm reading, I will also take note of key terms in bold letters. For example, I see that *physiological needs* is a key term in this chapter. These

are words that I want to be able to define, as they are important to my understanding of the course material.

I will work through the chapter, following the same steps for each main chapter section: create questions, read to find the answers, recite my answer, and write it in my notes in my own words.

Now that you have seen how the SQ3R method might be applied to a textbook chapter, try it! Notice how this changes your reading process? How do you want to use this information to read in the future?