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For most purposes, following these general reading techniques will help with reading comprehension. Read the title and subtitle. If you don't understand the words in the title, look them up. Try to guess what the article is going to be about. Read the entire article over. Don't stop. Just read for a general idea. Reread the article a second time. Annotate (write questions and comments as you read). Reread a third time if necessary. Two Specific Techniques: Skimming and Scanning While skimming and scanning techniques both employ rapid eye movement, each is performed for a distinct purpose. Skimming is performed to obtain a general overview of an article. In business contexts, the use of skimming can save time. Skimming can function as a preview to a more detailed report or article that will be read later or to review a previously read report or article that will be discussed. Follow the steps listed below to improve your skimming technique. Read the title and table of contents. For articles, read the title. Look at the main headings in the report or article. Lengthier articles often include sub-headings. Read the report abstract (an abstract is a summary of the reports contents). For articles, read the entire introductory paragraph. Read the first and last sentences in each paragraph of the report or article. Note any words in boldface or italics. When you discover a significant or confusing point, stop to read the entire sentence to ensure comprehension. Scanning is performed to locate specific information. In business contexts, scanning can be used to locate information required for a report. Determine what you are looking for. Decide on a few key words or phrases to use to locate information. Look for only one keyword at a time. Once you locate one of your keywords, read the surrounding material carefully. To learn about the importance of strong business writing and to practice your skimming and scanning skills, locate and read the following article: The Science of Strong Business Writing: Lessons from Neurobiology by Bill Birchard. Activity 2 To learn an authors opinion about the impact of remote work on business and to practice your skimming and scanning skills, locate and read the following article: Were losing connection to the workplace by Jennifer Moss, Birchard, B. (2021). The science of strong business writing. Harvard Business Review, 99(4), 139-143. Moss, J. (2021, October 12). Were losing connection to the workplace; Opinion. Globe & Mail, A13. [Link accessible only to Centennial students] Do you want to improve your reading score on Cambridge, IELTS, or TOEFL exams? Are you an upper-intermediate level student who wants to improve your reading skills? This lesson will teach you two strategies to improve your reading comprehension. Skimming is reading a text for GENERAL INFORMATION. Imagine that you are snorkeling in the ocean. You are skimming the reef, looking at all the different fish, and getting the main idea of what you see. The reading strategy skimming is the same. Read the text quickly! You dont need to understand every word! Try to think of one sentence to summarize each paragraph what is the MAIN IDEA? Skimming improves your reading because it helps you read quickly and unlock the main idea of a text before you look for details. Scanning is reading a text for SPECIFIC INFORMATION. Now, imagine that you are snorkeling again, but this time you are looking for one fish the fish with the red tail. You see a lot of fish, but your focus is on finding the fish with the red tail. The reading strategy scanning is the same. Read the text slowly! Look for what is being asked for in the question like a specific person or date! Once you find the part in the text you are looking for, read carefully! Scanning improves your reading because it helps you learn how to find specific information. Skimming and scanning are necessary to get a good mark on the Cambridge, IELTS and TOEFL exams. Lets try each strategy with a Cambridge B2 first part 7 exam. Skimming Practice Skim the text below. Read it quickly. Dont use a dictionary. Then, answer the question. Sundance by Teresa Wilson I really dont know why this book is so popular. I mean, I suppose it is going to appeal to young girls who want danger and romance, but I found this book really tedious. For a start, the characters were really unconvincing. The author went out of her way to add lots of details about the characters, but I found these details really pointless. I thought that some of the facts she presented about the main characters would become significant in some way later in the novel, but they didnt. They were just worthless bits of information. I also was disappointed that, although this book is meant to be about kids at high school, the writer seems to have no recollection at all about what its like to be 17. The main character thought and acted like a 32-year old. It just wasnt believable. Im not saying Teresa Wilson is a bad writer. She can obviously string words together and come up with a story that is appealing to a large number of people, but she lacks anything original. There is no flair. It just uses the same sort of language as you can see in many other mediocre novels. Q1: Which age group will like this book? Q2: Who is Teresa Wilson? Q3: What does mediocre mean in the last line? For the answers to the questions, scroll down to the end of this blog post. Final Thoughts The best way to practice reading is to read! I hope you use both skimming and scanning the next time you have to take a reading test. If you liked this lesson, please leave a comment. FCE speaking exam tips Improve your writing Reading and Use of English Part 2 Practice If you liked this lesson, pin it on PINTEREST to your FCE ENGLISH board. ESL Teacher 365 Skimming Question 1: Kerry feels negatively towards the book. I really dont know why this book is so popular. I mean, I suppose it is going to appeal to young girls who want danger and romance, but I found this book really tedious. For a start, the characters were really unconvincing. The author went out of her way to add lots of details about the characters, but I found these details really pointless. I thought that some of the facts she presented about the main characters would become significant in some way later in the novel, but they didnt. They were just worthless bits of information. I also was disappointed that, although this book is meant to be about kids at high school, the writer seems to have no recollection at all about what its like to be 17. The main character thought and acted like a 32-year old. It just wasnt believable. Scanning Question 1: Young girls. I really dont know why this book is so popular. I mean, I suppose it is going to appeal to young girls who want danger and romance, but I found this book really tedious. For a start, the characters were really unconvincing. Scanning Question 2: The writer/author of the book. Im not saying Teresa Wilson is a bad writer. She can obviously string words together and come up with a story that is appealing to a large number of people, but she lacks anything original. There is no flair. It just uses the same sort of language as you can see in many other mediocre novels. Did you know that up to 70% of English learners find improving reading efficiency challenging? Mastering skimming and scanning techniques can transform your reading speed and comprehension. These powerful strategies not only aid in better information retention and effective time management but also equip you to easily navigate various reading scenarios, from academic research to everyday materials. In this article, we will explore the numerous benefits of these techniques, identify the optimal situations for their application, provide practical step-by-step guides, and highlight common pitfalls to ensure you apply them successfully. Unlock your potential by adopting skimming and scanning methods, and take a decisive step towards achieving greater proficiency in English reading. Diving into English texts can be daunting, but mastering skimming and scanning transforms your reading experience. These techniques dont just boost your reading speed; they enhance your overall comprehension, letting you breeze through articles and books without missing the crucial bits. By integrating skimming and scanning into your study habits, you achieve better information retention and smarter time management. This means you can handle more content in less time, making your learning process both efficient and effective. Quick Information Access: Find what you need without wading through unnecessary details. Improved Focus: Concentrate on key points that matter most. Enhanced Learning Efficiency: Cover more material in shorter periods. Better Exam Preparation: Quickly review and remember important concepts. Mastering the art of skimming and scanning can be a game-changer when navigating vast amounts of information. In academic research, skimming enables students and scholars to quickly assess the relevance of numerous papers, saving valuable time. Conversely, scanning is invaluable when extracting specific data points or references without wading through entire documents. Everyday Reading: Grabbing the gist of news articles or managing a cluttered inbox efficiently. Job Hunting: Quickly reviewing resumes or job listings to identify key qualifications and requirements. Professional Development: Staying updated with industry trends by skimming through reports and articles. Use Case Skimming Scanning Academic Research Identify relevant articles swiftly Locate specific studies or data Everyday Tasks Understand main ideas of lengthy texts Find particular information like dates or names Professional Settings Stay informed on broad topics Extract precise details from reports Take, for instance, Emma, a marketing manager juggling multiple projects. She skims through market analysis reports to grasp overarching trends, then switches to scanning to find specific statistics that support her campaign strategies. This dual approach enhances her efficiency and ensures she never misses critical information. Mastering the art of skimming and scanning revolutionizes your reading efficiency. Start by scanning titles and headings to grasp the overall structure. As your eyes move swiftly through the text, focus on the first sentences of each paragraph; these often hold the key points. For instance, consider a news article where each section begins with a bold statement; these are your beacons guiding you through the main ideas without getting bogged down by every detail. To demonstrate, lets take a sample passage about climate change. Instead of reading every word, youd quickly identify sections discussing causes, effects, and solutions by their headings and introductory sentences. This approach saves time and enhances comprehension by swiftly highlighting the central themes. Additionally, pay attention to keywords and repeated concepts, which signal the most important information. By honing these strategies, you can easily navigate complex texts and extract essential insights efficiently. Remember, skimming aims not to absorb every detail but to identify the main ideas rapidly. Practice by setting a timer and challenging yourself to skim a page in under a minute, noting down the primary points. Over time, this will sharpen your ability to discern crucial information at a glance, making your reading sessions more productive and less overwhelming. Efficiency: Skimming transforms how you interact with texts, enabling you to swiftly locate key information without getting bogged down by unnecessary details. Start by identifying relevant keywords, numbers, and phrases that align with your purpose. This targeted approach saves time and enhances comprehension by focusing on whats truly important. Imagine youre sifting through a dense report to find specific statistics. You can effortlessly zero in on the information you need by honing your ability to scan for numerical data and highlighted terms. Incorporating techniques like finger movements or using a pointer can significantly boost your scanning speed, making the process more intuitive and less time-consuming. Adopting these scanning strategies revolutionizes your reading experience, turning overwhelming texts into manageable chunks of information. Embrace the power of scanning to navigate complex materials confidently and efficiently, ensuring you extract maximum value from every page you encounter. Many learners stumble when skimming and scanning, overlooking crucial details or misinterpreting the text. Its frustrating to feel like youre missing the point, especially when trying to boost your reading comprehension. One common pitfall is reading too quickly during skimming, leading to missing key ideas essential for understanding the overall message. To tackle this, take a moment to set a purposeful pace that allows your mind to capture the main points without getting lost in the weeds. Another frequent mistake is misapplying scanning techniques, which can result in misinterpretation of information. For instance, you might focus on irrelevant details while searching for specific facts, causing confusion and errors. To avoid this, clearly identify what youre looking for before scanning. Create a mental checklist of keywords or phrases related to your objective. This targeted approach ensures you hone in on the right information and enhances your efficient reading skills. Overlooking Context: Ensure you grasp the surrounding context to avoid misinterpretation. Solution: Briefly review surrounding sentences to maintain coherence. Rushing Through the Text: Speed is useful, but not at the expense of understanding. Solution: Practice pacing to balance speed and comprehension. Ignoring Structure: Text structure can guide your skimming and scanning. Solution: Familiarise yourself with different text types and their common structures. You can significantly improve your skimming and scanning techniques by being aware of these common errors and implementing practical solutions. This enhances your reading efficiency and ensures that you retain and understand the information more effectively. In the fast-paced world of academia, time is often of the essence. Whether youre studying for an exam, writing a paper, or researching a topic, one skill that can significantly improve your reading efficiency is mastering the techniques of skimming and scanning. These two methods are vital for quickly extracting relevant information from a text without needing to read every word. But what exactly are skimming and scanning, and how can they make your reading more effective? In this blog, well explore the importance of these techniques, their practical applications, and provide you with activities to sharpen these skills, helping you navigate through dense readings with ease. Table of Contents Skimming and scanning are two reading strategies that allow you to process information quickly. While both aim to enhance your reading speed and comprehension, they serve different purposes. Lets take a closer look at each one. Skimming: Getting the Gist Skimming is the process of reading quickly to get an overall understanding or general idea of a text. When you skim, you dont focus on every word or sentence. Instead, you try to capture the main points or themes without diving into the details. Its like browsing a book or article to decide whether its worth reading in-depth. Skimming helps when youre working with large amounts of information and need to identify the key ideas quickly. How to skim effectively: Read the title, subtitles, and headings: These give you an instant overview of the structure and main topics of the text. Look for keywords or phrases: Scan for words that are repeated or highlighted (like in bold or italics), as they are likely important. Focus on the introduction and conclusion: These sections often contain the summary or key points of the text. Skip detailed examples or footnotes: These are often supplementary and may not be essential to the main idea. Skimming can be especially useful when youre reviewing textbooks, academic papers, or articles to get a sense of what the content covers before reading it more thoroughly. On the other hand, scanning involves searching for specific details or information within a text. Unlike skimming, which gives you a broad understanding, scanning requires focused attention on finding one piece of information, like a date, a name, or a key fact. When youre scanning, youre essentially looking for a needle in the haystack; youre not concerned with understanding the entire text, just with locating a specific detail quickly. How to scan effectively: Know what youre looking for: Before scanning, have a clear idea of the information you need to find (e.g., a name, number, or term). Use your finger or a pen: Guiding your eyes with your finger can help you track the text more efficiently and avoid distractions. Focus on the structure: Pay attention to bold or italicized words, bullet points, numbers, or lists, as these often contain the details youre looking for. Move quickly across the page: Dont worry about reading in a linear fashion; instead, jump from one part of the text to another until you locate the desired information. Scanning is a great tool for tasks like finding a specific reference in a textbook or looking up a definition in a dictionary. Why Are Skimming and Scanning Important? In todays world, where information overload is a real challenge, these reading strategies are crucial. Heres why skimming and scanning are so important: Time-saving: Both techniques allow you to save time by quickly identifying the relevant sections of a text, especially in long readings. Increased efficiency: With skimming and scanning, you can gather the necessary information without the need to go through the entire document word-for-word. Improved comprehension: When used together, these strategies help you understand the structure of a text, making it easier to identify key points and retain the main ideas. Better focus: Skimming and scanning help you maintain focus on whats important, preventing distractions and reducing the chance of getting bogged down in unnecessary details. When to Use Skimming and Scanning Knowing when to apply skimming or scanning can make a huge difference in your reading efficiency. Both techniques have their uses, depending on the context and purpose of your reading. Lets explore some scenarios where you can use these strategies: When to Use Skimming Skimming is best used when you want to get an overview of a text without reading everything. Here are some specific scenarios where skimming can be beneficial: Before diving into detailed reading: If youre starting a new chapter or topic, skimming helps you understand the big picture before you dive deeper. When researching a topic: Through multiple articles or books, skimming allows you to quickly assess which sources are relevant to your research before exams or quizzes. Skim through your notes or textbooks to refresh your memory on key concepts before a test. When to Use Scanning Scanning is ideal when you need to find specific details quickly. It works best in situations where youre looking for particular information rather than an overall understanding. Some examples of when to scan include: Looking for facts or figures: If you need to find a specific date, name, or statistical data in a textbook, scanning is the quickest method. Finding key points in a lecture or textbook: If youre reviewing class notes or a book and need to locate a specific section, scanning helps you zero in on that information. Reading for reference: If youre looking for a quick answer to a question or need to clarify a detail, scanning helps you locate that specific information. Practical Activities to Improve Skimming and Scanning Skills Like any skill, becoming proficient at skimming and scanning requires practice. Below are some practical activities designed to help you hone these techniques: Activity 1: Skimming an Article Pick an article or chapter from your textbook that you havent read before. Set a timer for 3-5 minutes, and try to skim through the text. Pay attention to the title, headings, and first and last paragraphs. After skimming, write down the main ideas or themes you think the text covers. Compare your notes with the actual content to see how accurate your skimming was. Choose a textbook or article and pick out a specific fact or term you want to locate (e.g., a key definition or a historical date). Set a timer for 2-3 minutes and scan the text for that piece of information. Practice moving your eyes quickly across the page while looking for the details. Challenge yourself to get better at identifying key points with minimal effort. Activity 3: Skimming and Scanning with Speed Tests Take a page from your textbook or an article and give yourself 1-2 minutes to skim it and 1-2 minutes to scan for specific information. Track your time and how many key ideas or facts youre able to gather. Over time, aim to improve your speed while maintaining accuracy. This exercise helps you develop both techniques while focusing on the time factor. Activity 4: Applying Both Skills Together Choose a long reading passage or article. First, skim through it to get the general gist, then use scanning to find specific pieces of information that support or elaborate on the main ideas. This combination helps you move efficiently through long texts and enhances your ability to pick out important details quickly. Conclusion: Mastering Skimming and Scanning Skimming and scanning are indispensable tools for anyone who wants to read more efficiently and effectively. By mastering these techniques, you can save time, increase your reading speed, and improve your ability to extract essential information from any text. Whether youre preparing for an exam, conducting research, or simply trying to navigate a dense chapter, these strategies will help you get the most out of your reading. With consistent practice, skimming and scanning can become second nature, allowing you to breeze through even the most challenging texts with confidence and precision. What do you think? Have you tried using skimming and scanning before? Which technique do you find more challenging? Share your experiences and thoughts in the comments! One of the most efficient techniques to read fast is skimming and scanning. Previewing a text, document or book allows you to grasp the broader picture, get the authors main idea and sketch important concepts. This technique is a big time saver: think of all the books on your list and imagine being able to extract the key information without having to read the whole book. Previewing is easy to learn and can be combined with other speed reading techniques. Learning outcome This tutorial will teach you the concept of skimming and scanning practices to get you started today. It also contains useful resources such as articles, exercises, worksheets or videos. The main goal is to apply skimming and scanning methods to expand knowledge quickly and immediately put it into practice. Scanning is a technique to trigger and extract key information and ideas such as names, numbers, specific facts. Scanning involves moving your eyes quickly down the page, identifying specific words and phrases to find a particular answer or grasp the basic main idea. You can also use it to determine whether a new resource will answer your questions or not. This activity probably takes about 5-10 minutes. Skimming will focus on understanding the main idea and concept. It works best with non-fiction material. You wont read anything. You read only what is important to you. You may stop for interesting facts but then quickly continue to skim the book. Skimming is like browsing a new travel book or moving your finger over a map of a city you wish to travel to. At first, you may spot pictures, read selected snippets of information or identify general areas, landmarks, or highlights. You want to know the bigger picture first before exploring a location in detail. These practices will teach your brain to understand, comprehend and remember a lot faster. Previewing is the overall process of gathering information that includes both skimming and scanning as its most proven techniques. It is, furthermore, all about answering these five W questions: Who, Where, What, When, Why. Who relates to people involved. Where relates to the location. What refers to the general idea/topic. When is about the time of an event. Why refers to reasons, analysis. Write down all key facts to remember them later. Key ideas Now you know the basic definitions of what skimming and scanning are, lets look at what is in for you when you actually apply the techniques to skim a book. The biggest benefit is certainly understanding the key ideas of a book to decide whether it will actually deliver the information you are after. Expand knowledge The second one is the fact that you can use skimming to significantly expand your knowledge without going super deep or reading the whole book. How? The most important learning outcomes can be condensed into the synopsis, chapter summaries, tables or excerpt boxes. Look out for these structures and you will be able to learn a lot within a very short amount of time. Books are tools Experienced readers know the main points of the material before they actually start reading. They also use the book as a tool to jot down the key learning outcomes. This approach will also grow your confidence to either skip the book in front of you or to go deep, and also know which level of depth is necessary. Pace While skimming and scanning is certainly a fast reading method, I would like you to not judge or use it for the sake of speed alone. Yes, it allows you to go through books quickly, but you dont get anything out of it if you dont put the new knowledge into practice. To enjoy the power of pace, ingrain information into your daily routine straight away. Make it a part of your life. This way, you can learn a lot just through skimming and scanning. You choose from four major strategies. I will explain them in more detail below. Reading Key Sentences Scan for names and numbers Scan for trigger words Skim small parts of text for key ideas There is also a fifth technique called novel previewing and is taught by Ron Cole, but this skimming method is different from the steps explained in this post. Preview the content page Read the title Read the back of the book Read the index Scan for images Look for letters in bold Read the chapter names and headlines Read first sentence of paragraphs Try spotting tables and graphs Stop conclusion or summary sections Jot down key information Also, look for thematic sentences. These are key sentences containing a summary of a chapter and will give you an overview of the key learnings of a lengthy section. Having outlined the steps above lets get a bit deeper into the major steps separately. These sentences can be found at the very beginning of a paragraph, section or chapter. They will often give you a good idea about their context. How does it work? One idea Each paragraph usually delivers one idea, though paragraphs may often relate to each other. Once you understand the central idea behind each paragraph block you will quickly get the gist of it. This may aid you in understanding the whole chapter a lot faster. Find key idea You can also use a different approach just look for the applicable information that you require and skip the rest. Another tactic is to read the first and the last sentence of longer paragraphs which may give you a more relevant summary and enable you to pick up the central idea. Practice According to my experience, this works like a charm. I never read all the sentences or even the whole chapter. I constantly shift to the following chapter only skimming and scanning the most interesting bits and bites. In the beginning, I found it difficult to remember information, but after a while, it became easier for me to do so. Skim as little as possible and as much as necessary. Numbers and names are present in every text and they narrate details about people, places and concepts. There is no order of getting that information in a text during previewing. However, I often look for the main facts by understanding where and when the story takes place or how many people are involved. Use a pencil One of the best ways of scanning for this sort of information is to move your finger or pointer across the page (you can use serpentine style or zigzag) you will notice that you will quickly remember a number or a few names. After that just read the whole text so that you can get a complete picture. Paul Scheele taught me this technique when I read his book Photo Reading. The concept is to preview a text while keeping a lookout for important keywords and jot them down. Mainly you will spot nouns or compounds. Trigger words usually include numbers, names, places and key sentences. Semantic triggers This scanning tactic can be used to quickly read answers but to also judge whether the material contains enough in-depth data to answer your research and learning objects. Often you will need to identify semantic keywords or phrases to ensure the material has the right angle or context you require. Headlines Reading the title, the content, and the back of the book or text is probably the first thing we do with new material. Many trigger words are automatically revealed through this method. For example, if the title says Guide to memory techniques it is unlikely to find information about web design in that book, chapter or section. Sub-headlines There are also chapter titles, sub-headlines or titles of tables and graphs that reveal a lot of useful information. These are helpful structures and anchor points you can use to attach your own notes in order to easily review them later. We now know the most important concepts and steps of skimming and scanning. Lets zoom out a bit and see how we can implement those steps into a framework that will allow you to organize your reading systematically. Categorize Remember, the goal is to get the key data from a book before going through it in detail. You also want to decide whether the material is suitable or useless to reach your goals. According to the author of the Become a Learning Machine course, you should label books as to be either Microwave or Oven. Yes, I know, thats weird. But think of Microwave as a fast way to prepare food, and oven as a slow one. Microwave These are books, materials or documents that contain technical information, explanations, guidelines or instructions. You are usually not interested in the art of writing here but in the information that will enable you to apply instructions to a real-world problem to solve it. Many non-fiction books fall into this category, and you use them as tools and references you can come back to regularly. Oven Baking takes time so does digesting the actual food. This also applies to books that require slow reading and processing to understand their message deeply. Biographies, success stories or life experiences fall into this category. Skimming and scanning help understand the main ideas, but you wish to go deep and read slowly to get the most out of it. Try it Pick a few books from your shelf and skim through the table of contents and summaries, then decide in which category it would belong. Remember, books are tools, so do not hesitate to jot down key notes or highlight important parts. It will make it easier to review the material later on. 4 Levels Another approach you may try is the one Mortimer Adler outlines in his work How to read a book. He identifies four levels of reading: Elementary, Inspectional, Analytical and Syntactical Reading. Each level goes into more detail. You decide how deep. Skimming and scanning refer to Elementary and Inspectional Reading. Here are 5 assignments allowing you to put the knowledge of this tutorial into practice. It provides exercises to help you skim and scan, summarize and read information. 1. Summaries. Pick a non-fiction book from your shelf or library that offers some value to you. Read the synopsis, table of contents and chapter summaries. Write down or articulate in one or two sentences the main concept and learning outcome. Could you apply some of the knowledge immediately? Label it as microwave or oven. 2. Key sentence. Use the same or another book you like and read the first sentences or a few paragraphs of a shortish chapter. Now try recalling the main ideas and if possible, think of a suitable call-to-action to ingrain it immediately. Go easy here and practice with easy-to-understand first. Go wild later. 3. Names and numbers. Choose any article containing lots of facts and look for numbers and names in it. When you find a fact or a name, pause for a few seconds and recognize it. You can say the word out loud if you wish. Now start going through the entire material and see if the facts you just found during skimming and scanning reveal themselves as you read. 4. Trigger words. Choose a number of different articles or books. When you have the articles or books ready, start reading the titles, content, back of the book if required and headlines. Simply write down the trigger words and try to stop at words that interest you. Write these words down too, and let them become your trigger words. 5. Taking notes. Get used to taking notes when going through a book. They are tools. Jot down key ideas next to the text in addition to underlining key phrases. Summarize the main idea and write it next to the chapters title. Add any info to the chapter summaries. Goal: Review quickly after weeks, even years. I hope I could deliver the key principles of best skimming and scanning strategies and spark some enthusiasm to actually try it as well. To me, previewing is a powerful method to quickly reach the long-hanging fruit, which I can enjoy immediately. Bottom line Learning isnt about memorizing, extracting information quickly, it is about ingrainng the knowledge deeply so it becomes part of your life. Skimming and scanning is one useful technique to extract that knowledge quickly and build strong call-to-action orders. Freedom Making skimming books or essays a habit will also strengthen your ability to say No, which is the confidence to dismiss and skip types of material as it does not provide any value or enough information to help achieve your goals. Read the back of the book and the table of contents, index, Skim titles, chapter summaries and preview content page. Read key sentences and paragraphs that trigger special interest. San for names, numbers and trigger words. Skim images, graphs, illustrations and highlighted information. Take brief notes to summarize key ideas and goals. Answer W-questions: Who, Where, What, When, Why or Who. Use a timer for skimming and scanning books, i.e. 10-15 minutes. After skimming, preview whole book in one go. Put knowledge into practice immediately. How to read chunks of words. Speed reading software. SlideShare Enjoy learning! Let us know about your experiences and preferred skimming and scanning tactics. Please share this post! TIP sKIMMING & SCANNING Skimming and scanning are reading techniques that use rapid eye movement and keywords to move quickly through text for slightly different purposes. Skimming is reading rapidly in order to get a general overview of the material. Scanning is reading rapidly in order to find specific facts. While skimming tells you what general information is within a section, scanning helps you locate a particular fact. Skimming is like snorkeling, and scanning is more like pearl diving. Use skimming in previewing (reading before you read), reviewing (reading after you read), determining the main idea from a long selection you dont wish to read, or when trying to find source material for a research paper. Use scanning in research to find particular facts, to study fact-heavy topics, and to answer questions requiring factual support. Skimming to save time Skimming can save you hours of laborious reading. However, it is not always the most appropriate way to read. It is very useful as a preview to a more detailed reading or when reviewing a selection heavy in content. But when you skim, you may miss important points or overlook the finer shades of meaning, for which rapid reading or perhaps even study reading may be necessary. Use skimming to overview your textbook chapters or to review for a test. Use skimming to decide if you need to read something at all, for example during the preliminary research for a paper. Skimming can tell you enough about the general idea and tone of the material, as well as its gross similarity or difference from other sources, to know if you need to read it at all. To skim, prepare yourself to move rapidly through the pages. You will not read every word; you will pay special attention to typographical cues-headings, boldface and italic type, indenting, bulleted and numbered lists. You will be alert for key words and phrases, the names of people and places, dates, nouns, and unfamiliar words. In general follow these steps: Read the table of contents or chapter overview to learn the main divisions of ideas. Glance through the main headings in each chapter just to see a word or two. Read the headings of charts and tables. Read the entire introductory paragraph and then the first and last sentence only of each following paragraph. For each paragraph, read only the first few words of each sentence or to locate the main idea. Stop and quickly read the sentences containing keywords indicated in boldface or italics. When you think you have found something significant, stop to read the entire sentence to make sure. Then go on the same way. Resist the temptation to stop to read details you dont need. Read chapter summaries when provided. If you cannot complete all the steps above, compromise: read only the chapter overviews and summaries, for example, or the summaries and all the boldfaced keywords. When you skim, you take a calculated risk that you may miss something. For instance, the main ideas in paragraphs are not always found in the first or last sentences (although in many textbooks they are). Ideas you miss you may pick up in a chapter overview or summary. Good skimmers do not skim everything at the same rate or give equal attention to everything. While skimming is always faster than your normal reading speed, you should slow down in the following situations: When you skim introductory and concluding paragraphs When you skim topic sentences When you find an unfamiliar word When the material is very complicated Scanning for research and study Scanning, too, uses keywords and organizational cues. But while the goal of skimming is a bird's-eye view of the material, the goal of scanning is to locate and swoop down on particular facts. Facts may be buried within long text passages that have relatively little else to do with your topic or claim. Skim this material first to decide if it is likely to contain the facts you need. Dont forget to scan tables of contents, summaries, indexes, headings, and typographical cues. To make sense of lists and tables, skim them first to understand how they are organized: alphabetical, chronological, or most-to-least, for example. If after skimming you decide the material will be useful, go ahead and scan: Know what you're looking for. Decide on a few key words or phrases/assess terms, if you will. You will be a flesh-and-blood search engine. Look for only one keyword at a time. If you use multiple keywords, do multiple scans. Let your eyes float rapidly down the page until you find the word or phrase you want. When your eye catches one of your keywords, read the surrounding material carefully. Scanning to answer questions If you are scanning for facts to answer a specific question, one step is already done for you: the question itself supplies the keywords. Follow these steps: Read each question completely before starting to scan. Choose your keywords from the question itself. Look for answers to only one question at a time. Scan separately for each question. When you locate a keyword, read the surrounding text carefully to see if it is relevant. Re-read the question to determine if the answer you found answers this question. Scanning is a technique that requires concentration and can be surprisingly tiring. You may have to practice at not allowing your attention to wander. Choose a time and place that you know works for you and dive in.

Skimming and scanning. Skimming scanning and reading for detail. Scanning techniques in reading. Reading comprehension scanning and skimming. Reading techniques skimming and scanning.