



# Fast reading techniques

Once you know how to scan or skim a document, practise the skills on your course material. Fast reading techniques help you to browse text and extract the key points. The skills require practice, but once you can use them you'll find you can get through a substantial amount of reading in quite a short time.

<p style="text-align: center;"><b>Scanning</b></p> 	<p style="text-align: center;"><b>Skimming</b></p> 
<p>Used for finding particular words or phrases in text</p>	<p>Used to quickly get the main idea of a text</p>
<p>Read quickly to locate specific information or concepts prior to in-depth reading.</p>	<p>This overview will help you decide whether you should read further, and how useful the document might be for your study.</p>
<p>Zig-zag your eyes quickly over the page to:</p> <ul style="list-style-type: none"> <li>➤ Spot new concepts or terminology so you can check the meaning before you start reading</li> <li>➤ Find information on a specific topic</li> <li>➤ Look for key words to indicate the scope of the text</li> <li>➤ Read the first and last paragraphs to get the main points</li> <li>➤ Look at the first sentence of each paragraph to get a feel for the content</li> </ul>	<p>Run your eyes quickly over the page looking at the:</p> <ul style="list-style-type: none"> <li>➤ headings</li> <li>➤ words in italics (<i>on a slant</i>)</li> <li>➤ diagrams</li> <li>➤ other organisational features such as numbers or steps in a process</li> <li>➤ summaries</li> </ul>

