



Tips on How to Read with More Speed and Efficiency

What slows down reading?

- Skip-backs, re-reading
 - Lip reading
 - Subvocalization- pronouncing the words as you read
1. Determine your purpose before you read
 - To understand Information--- Skim & Scan
 - To determine Value or to read for enjoyment- read rapidly or slowly according to your feelings
 - To read analytically- read at a moderate pace
 - If you only need main ideas then allow yourself to skim the material.
 2. Develop Flexibility according to type of material and level of difficulty.
 3. Avoid looking at words separately and look at them in groups of 2 or 3

For instance/ a sentence/ can be grouped/ in this manner.

4. Look through vocabulary words that may stump you before you begin reading.
5. Reduce Skip-Back by using a pointer (hand, pencil, index card, etc...) to guide your eyes across the page without interruptions.
6. Practice. Spend a few minutes every day reading at a faster than comfortable rate using your hand or an index card as a guide.
7. Don't skip over illustrations and tables- they aide greatly in understanding.
8. To improve concentration- personalize the subject and create questions related to the material before reading the assignment.
9. Reading speed and comprehension will only improve when you include these 3 factors:
 - Desire to improve
 - Willingness to try new techniques
 - Motivation to practice

10. PRACTICE