

Reading Techniques

When you are reading for college or university you will be reading for a specific purpose. You will need to alter the way you are reading to suit the needs of the task.

Skimming

- Helps you to read quickly to get the gist of the text. It can also help you decide if the text is worth reading in detail.

How to skim read:

- Read the main title and subtitles to find out what the text is about.
- Look for specific names, dates, lists of information and pictures.
- Read the first and last sentence of each paragraph as this should introduce you to the main ideas and sum up the paragraph.
- Read any questions at the end of each paragraph or chapter.

Scanning

- Scanning helps you find specific information such as names, dates, specific words etc.

How to scan a piece of text:

- Before you start to read the text decide on the information you are looking for e.g. What causes sand dunes to become less alkaline? This will help you to pick out key words when you start to scan the text.
- Move your eyes very quickly over the page looking for key words that will help you answer your question.
- DO NOT read full sentences or paragraphs.

Careful reading

- Careful reading is when you read every word of a paragraph, chapter or book.
- Careful reading should be used when you want to read the article in-depth to analyse the material and make notes on its content.