

## Reading Faster

*How can you decrease unnecessary heavy reading, get an overall view of light reading and increase speed and comprehension?*

### **Preview for Long Difficult Reading**

- ◆ Previewing allows you to read quickly to grasp an overall view of lengthy, heavy reading such as reports and nonfiction books.
- ◆ After previewing, you can then decide which parts of the material you need to read more closely.

#### **How to Preview:**

- ◆ Read the first two paragraphs of your reading material.
- ◆ Next read only the first sentence of each of the following paragraphs.
- ◆ Then read the last two paragraphs entirely.

### **Skim for Short, Simple Reading**

- ◆ Skimming enables you to get a general idea of light reading such as popular magazines or the entertainment section of a newspaper.
- ◆ Skimming helps you review material you have read previously.

#### **How to Skim:**

- ◆ Force your eyes to move fast across each line.
- ◆ Pick up only a few key words in each line.
- ◆ Use a pointer such as a pencil or your finger to help you concentrate and keep your place. In addition, moving your pointer can train you to read faster.
- ◆ Everyone skims differently; you may not pick out the same words as someone else on the same reading material, but you will get similar ideas about the content.

*Example: The circled words were picked by a reader. This should take less than 10 seconds.*

At one time in the Orient, nearly every peasant hut held its own loom. The family members took turns weaving. An oriental rug with nearly 300 hand-tied knots per square inch, took over a year to complete. Today most oriental rugs come from huge workshops where masters give instructions that the weavers follow. This method steps up production but reduces creativity in design. Mass production of oriental rugs makes an antique, worn-looking rug all the more valuable.

### **Cluster to Increase Speed and Comprehension**

- ◆ If you read one word at a time, both your reading speed and comprehension will suffer.
- ◆ Clustering is looking at groups of words that form phrases or clauses at a glance.
- ◆ Learning to read in clusters is not natural for your eyes to do. It takes regular practice.

#### **How to Cluster:**

- ◆ Select some light reading and read it as fast as you can.
- ◆ Look at two or more words at a time, grouping them into phrases or clauses.
- ◆ Reread the material at your normal speed to see what you missed the first time.
- ◆ Try a second reading selection. Cluster and then reread to find out what you missed in this selection.
- ◆ When you can read in clusters without missing much the first time, your speed has increase.
- ◆ Practice 15 minutes daily for a week or longer. Clustering everything you read takes time and practice.

*Example: Look at all the words in clusters of two or more words at a time.*

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### **Get Ready to Start Reading Faster**

- ◆ Find a quiet setting away from distractions.
- ◆ Make sure you have good lighting.

Practice regularly to help you improve your reading skills so that you will be able to read more in less time, with increased comprehension