Effective and Efficient Reading

“The keys to success aren’t much good until one discovers the right locks in which to insert them.” -Chinese Proverb

Previewing
➢ Previewing is getting a sense of what’s in a given piece of work without reading the body of text
➢ Can help you decide whether a book or article is useful for your purpose and gives you a general sense of the content and locates sections to read or not
➢ How to Preview:
  ○ Read the title and author details
  ○ Read the abstract (if available)
  ○ Read main headings, chapter summaries, and anything that jumps out at you
  ○ Look at any diagrams, graphs, and tables - these usually summarize content of large written paragraphs

Skimming
➢ Skimming is reading small amounts from throughout the text to pick up key ideas quickly
➢ How to Skim:
  ○ If the introduction is short then read it in full. If it is long, read the first sentence of each paragraph.
  ○ Read the first sentence of each subsequent paragraph, or until you find the topic sentence
  ○ For a report of research paper, first read all of the Abstract, then look over section headings, subheadings, and any figures or tables before skimming the text
  ○ Read the conclusion

Scanning
➢ Skim the material to get the general picture, Scan when looking for specific information
➢ How to Scan:
  ○ Scan the text for keywords or phrases related to the topic
  ○ Run your eyes down the page looking for these expressions in chapter headings or subheadings, or in the text itself
**Detailed Reading**

➢ Detailed Reading is intensive reading that focuses on the important parts -- key chapters, books, poems, pages
➢ This is when you are likely to take detailed notes
➢ Usually the final step after you’ve previewed, scanned, and skimmed, when you know that it is worth it to read the full text