

SKIMMING

Three Types of Skimming:

1. **Pre-read skimming** refers to preparing to read.
2. **Skim-reading** refers to situations in which skimming is the only coverage you plan to give the material.
3. **Review skimming** assumes you have already read the material and are going back over it as a means of study and review.

How Do I Use Skimming?

1. **Read the title.** If it is an article, check the author, publication date, and source.
2. **Read the introduction.** If it is very long, read only the first paragraph completely. Then, read only the first sentence of every paragraph. That sentence will usually be the main idea of that paragraph.
3. **Read any headings and sub-headings.** The headings, when taken together, form an outline of the main topics covered in the material.
4. **Notice any pictures, charts, or graphs;** they are usually included to emphasize important dates or concepts.
5. If you do not get enough information from the headings, or if you are working with material that does not have headings, **read the first sentence of each paragraph.**
6. **Glance at the remainder of the paragraph.**
 - a. Notice any italicized or boldface words or phrases. These are key terms.
 - b. Look for lists of ideas within the text of the material. The author may use numerals, such as (1), (2), (3) in the list, or signal words such as **first, second, one major cause, another cause, etc.**
7. **Read the summary** or last paragraph.

SCANNING

What is Scanning?

Scanning is a method of selective reading, when searching for a particular fact or answer to a question. Scanning can best be described as a **looking** rather than a **reading** process.

How Do I Use Scanning?

1. State in your mind specifically the **information** for which you are looking. Phrase it in question form, if possible.
2. Try to anticipate **how the answer will appear** and what clues you might use to help you locate the answer.
3. Determine the **organization** of the material; it is your most important clue to where to begin looking for information. Especially when looking up information contained in charts and tables, the organization of the information is crucial to rapid scanning.
4. Use **headings** and any other aids that will help you identify which sections might contain the information for which you are looking.
5. **Selectively read and skip** through likely sections of the passage, keeping in mind the specific question you formed and your expectations of how the answer might appear. Move your eyes down the page in a systematic way.
6. When you have found the needed information, carefully read the sentences in which it appears in order to **confirm** that you have located the correct information.