Training and Development Consultancy

Quick Guide: Rapid & Effective Reading

So often during our working day we have to read long documents, trade magazine articles or even the newspaper. We may read these because we have to take action on the topic or it may just be for information, for interest or to keep up-to-date. However, while reading rapidly is a useful skill to have, we also need to understand what we are reading and to retain the information. The best way to learn the skills and to be able to practise them in timed sessions is on our very successful half-day course. You will see amazing results!

In the meantime, here are the top ten tips to help you read quicker and more effectively.

1. Before you begin, **sit comfortably and remove all other distractions.** For example lists or piles of "things to do", PDAs, or electronic noises**.**

2. Sit back from the page. The ideal reading distance from the page is 50cm (20").

3. Estimate how long it will take you to read and be prepared to focus for that amount of time. If this is likely to be for more than an hour, break the time into smaller chunks of reading time wherever possible.

4. Read, actively. Be interested in what you are reading and concentrate on it. It doesn't matter whether you agree or not with the content, or anticipate the outcomes correctly or not - just so long as you feel something rather than paying no particular attention to what you're reading!

5. Trust your eyes to read four or five words at a time. This will reduce the number of fixations on each line.

6. Make yourself read more quickly. Trust yourself that you've taken in the information, and so avoid regression which will slow you down.

7. Highlight key points quickly as you read. Look for "signposts" which often indicate key points such as *italics*, "quotation marks", firstly, secondly, etc

8. Avoid sub-vocalising (silently saying or hearing the words)**.** Instead try to recognise the shape of the word.

9. Use a four-step plan when reading: *Preview* (looking for signposts), *Read* (quickly!) *Summarise* (the key points or questions you still have) and *Review* (to reinforce points or clarify difficult passages).

10. Make sure you have your eyes tested regularly!

Compiled by Judith Di-Castri

Iron Castle, Royal Oak Lane, High Hurstwood, East Sussex TN22 4AN
Tel: 0845 009 0077 - Fax: 0845 009 0078 - info@zee-associates.co.uk - www.zee-associates.co.uk