

WHEN & HOW TO SKIM READ



SKIM READING IS A GREAT TECHNIQUE TO PREVIEW OR REVIEW A TEXT, OR TO MANAGE A HIGH VOLUME OF READINGS.

YOUR GOAL IS TO EXTRACT THE MAIN ARGUMENT WITHOUT GETTING BOGGED DOWN IN DETAILS AND EXAMPLES.

READ SELECTIVELY BUT ATTENTIVELY.

FOCUS ON:

- INTRODUCTIONS
- CONCLUSIONS
- ABSTRACTS
- SUMMARIES
- FIRST AND LAST SENTENCES OF PARAGRAPHS OR SECTIONS
- BOLDDED TEXT
- CHARTS, GRAPHS AND OTHER VISUALS

START BY SURVEYING THE TEXT: HOW IS IT DIVIDED UP? IS THERE AN ABSTRACT THAT GIVES YOU AN OUTLINE OF WHAT YOU'RE ABOUT TO READ? IS THERE A SUMMARY AT THE END?

SKIMMING IS STILL AN ACTIVE READING TECHNIQUE. REMEMBER TO FIND A PURPOSE FOR YOUR READING, TAKE NOTES, MAKE CONNECTIONS WITH OTHER MATERIAL, AND SUMMARIZE WHEN YOU'RE DONE.

