

Speed Reading

Speed Reading helps you to read and understand text more quickly. It is an essential skill in any environment where you have to master large volumes of information quickly, as is the norm in fast-moving professional environments. The most important trick about speed reading is to know what information you want from a document before you start reading it: if you only want an outline of the issue that the document discusses, then you can skim the document very quickly and extract only the essential facts. If you need to understand the real detail of the document, then you need to read it slowly enough to fully understand it.

You will get the greatest time savings from speed reading by learning to skim excessively detailed documents. Even when you know how to ignore irrelevant detail, there are other technical improvements you can make to your reading style, which will increase your reading speed.

Most people learn to read the way young children read - either letter-by-letter, or word-by-word. For most adults, this is probably not the case - think about how your eye muscles are moving now. You will probably find that you are fixing your eyes on one block of words, then moving your eyes to the next block of words, and so on. You are reading blocks of words at a time, not individual words one-by-one. You may also notice that you do not always go from one block to the next: sometimes you may move back to a previous block if you are unsure about something.

A skilled reader will read many words in each block. He or she will only dwell on each block for an instant, and will then move on. Only rarely will the reader's eyes skip back to a previous block of words. This reduces the amount of work that the reader's eyes have to do. It also increases the volume of information that can be examined in a period of time.

A poor reader will become bogged down, spending a lot of time reading small blocks of words. He or she will skip back often, losing the flow and structure of the text and overall understanding of the subject. This irregular eye movement will make reading tiring. Poor readers tend to dislike reading, and may find it harder to concentrate and understand written information.

Who will the course benefit?

Anyone who has to assimilate large amounts of information and wishes to improve the speed of their reading.

Course Objectives:

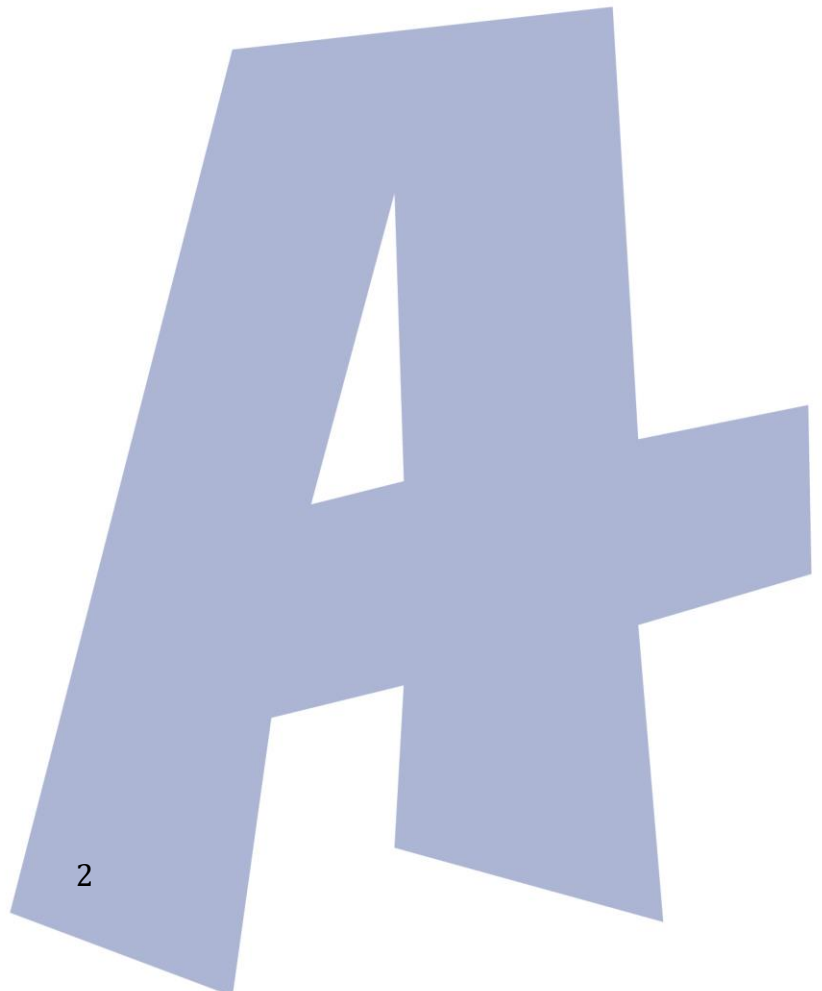
To enable delegates to speed read and read information more quickly, so that you get a better understanding of information and hold more in short term memory.

Learn the advantages of Speed Reading and the dramatic difference it could make to your life as well as your work.

Course Duration: 1 day

This course will enable delegates to:

- Learn effectively
- Adopt different approaches for different reading materials and objectives
- Manage information effectively and remember more
- Avoid information overload
- Dramatically increase your reading speed



Course Contents

Introduction

- Beliefs, attitudes and misconceptions about reading
- Information overload
- Goals, questions and concerns
- Delusions about reading

Initial Speed

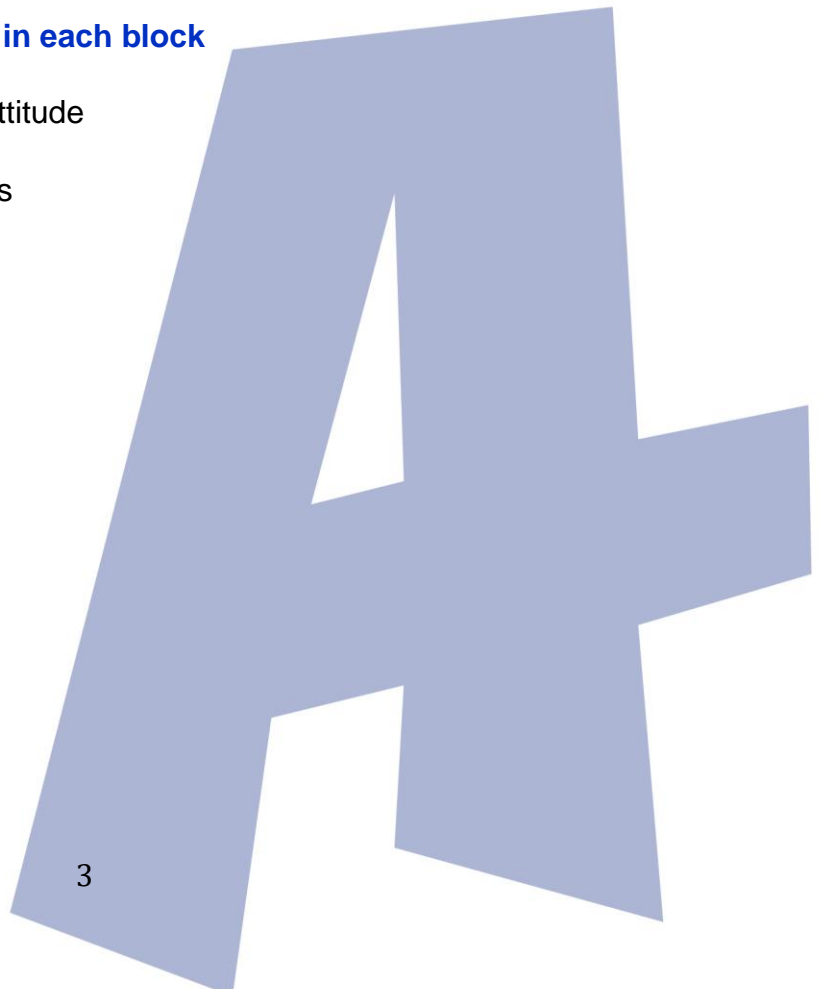
- A test to assess your initial reading speed. This acts as a baseline to measure your improvement.

How we See and Read

- The phenomenal physiology of the eye and brain
- How the eye moves
- 4 speed techniques
- Peripheral vision
- Guiding the eyes
- Inner speech
- Regressions and the intellectual process.

Increasing the number of words in each block

- Reading environment and attitude
- Conscious effort.
- Expand the number of words
- Focus and attitude
- Reading information



Reducing Fixation Time

- Reducing the time to take in information
- Picking up information quickly
- Practice and confidence
- Memory principle and rhythms
- Improving Comprehension
- Paragraph analysis and key sentences
- Awareness of organization
- Active reading

Synchronising Reading

- Reducing Skip-Back
- Using a pointer
- Taking in blocks
- Skimming – Definition, value, applications and limitations

Reading and Retention

- Problems and solutions
- Summarizing and memory
- Combining the techniques
- Avoiding risk

