

Reading Effectively

How you read for study can be very different to how you read for leisure. By learning to read effectively for study you can save yourself time.

Reading goals

If you have a lot of reading or research to do, it is helpful to set yourself goals. These could be:

- Selecting and finishing a certain topic
- Finishing questions you have been set about a topic
- Asking (and answering) what's relevant to a particular reading area



Goals help to establish structure for your reading



Reading Speeds- increased word span

Instead of trying to move your eyes quickly, increase the number of words your eyes can recognise in one glance.

Try breaking a sentence into three parts or 'word spans'.

i.e. "the first man on the moon was Neil Armstrong"

1

2

3

Read the first part as one block, then the second and so on. You can draw lines in if it is more helpful. As you go on try doing this without the lines, then try reducing the sentence into two parts. Through practice this will become more comfortable and your reading speed will increase.

Reading Styles

Once you have some reading goals you will find there are several different reading styles to choose from. Pick the one which best suits you.

Skimming- this can be useful in deciding whether to use a certain text or not.

- Go through the text rapidly, 3-4 times your normal speed
- Be selective in what you read
- Useful when you only need superficial knowledge
- Will show how the text is organised and the tone of the author
- Include the index, chapter headings etc to help you decide whether to read in more depth

Scanning

- Speed read to find keywords which relate to your current topic
- Look in particular at the introduction, summarising chapters and index
- Think around your topic as an author may use different keywords

Receptive Reading

- Useful when you need a good general understanding of a text
- You will probably have already *skimmed* or *scanned* through this text for its relevance
- Use a moderate reading speed and pay close attention to the text
- Allow time for reflection and note taking

SQ3R- very effective for academic reading study

- **S= Survey**- Quickly look for your basic information
- **Q= Question**- Jot down questions you want the text to answer which keeps your reading active
- **3 'R's= Read, Recall and Review**

Read

- Use different styles and speeds
- Make brief notes if it helps

Recall

- Try to answer your questions without looking at your notes or the text

Review

- Check the text to make sure your info notes are accurate
- Make a note for reference purposes

Learning to read effectively can make a huge difference to your study, so why not give one of these styles a go.

