

TITLE: HOW TO READ FASTER

HOW TO READ FASTER

PREVIEW (IF IT IS LONG AND HARD)

HOW TO PREVIEW

READ THE ENTIRE FIRST TWO PARAGRAPHS

READ ONLY THE FIRST SENTENCE

OF EACH SUCCESSIVE PARAGRAPH

READ THE ENTIRE LAST TWO PARAGRAPHS

USEFUL FOR GETTING A GENERAL IDEA

OF HEAVY READING LIKE LONG MAGAZINE ARTICLES,

NEWSPAPER ARTICLES, BUSINESS REPORTS

AND NON-FICTION BOOKS

SKIM (IF IT IS SHORT AND SIMPLE)

HOW TO SKIM

THINK OF YOUR EYES AS MAGNETS

SWEEP THEM ACROSS EACH AND EVERY LINE OF TYPE

PICK UP ONLY A FEW KEY WORDS IN EACH LINE

GOOD WAY TO GET A GENERAL IDEA OF LIGHT READING

CLUSTER (TO INCREASE SPEED AND COMPREHENSION)

HOW TO CLUSTER

TRAIN YOUR EYES TO SEE ALL THE WORDS

IN GROUPS OF THREE OR FOUR AT ONCE

LOOK AT GROUPS OF WORDS INSTEAD OF ONE AT A TIME

CLUSTER TO INCREASE SPEED AND COMPREHENSION