

# Reading for Speed and Retention



**Miranda Smythe**  
**The Baikie-Wood Consultancy Ltd**

# Programme Overview



- An introduction to speed reading
- The reading process
- Minimising barriers to reading
- Using different reading styles
- Reading from screens and tablets
- Reading for retention.



# True or False?

## Assumptions about Reading



1. A reading speed of over 800 words per minute is possible
2. In order to comprehend a piece of text, it is always better to read it slowly
3. To read efficiently, the eye should sweep in a continuous flowing movement along the line
4. Reading with a finger under the words slows a reader down
5. An important document should always be read from start to finish, in a linear fashion
6. If a piece of text is difficult to understand, it is important to keep working at it before moving on
7. Skipping words is a lazy habit.

# The Process of Reading

1. Recognition
2. Assimilation
3. Intra-Integration
4. Extra-Integration
5. Retention
6. Recall.



A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights             | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                                  | T | F | ? |
| 4. | The man who opened the cash register was the owner                         | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away  | T | F | ? |
| 6. | While the cash register contained money, the story does not state how much | T | F | ? |
| 7. | The robber demanded money of the owner                                     | T | F | ? |
| 8. | After the store lights were turned off the man entered the store           | T | F | ? |
| 9. | Taking the contents of the cash register the man ran out into the street   | T | F | ? |



A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

1. A man appeared after the owner had turned off his store lights

T F ?



A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

1. A man appeared after the owner had turned off his store lights

T

F

?

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

1. A man appeared after the owner had turned off his store lights

T F ?

2. The robber was a man

T F ?

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

1. A man appeared after the owner had turned off his store lights

T F ?

2. The robber was a man

T F ?

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                      | T | F | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |          |   |
|----|--|---|----------|---|
| 1. | A man appeared after the owner had turned off his store lights | T | F        | ? |
| 2. | The robber was a man   | T | F        | ? |
| 3. | The man who appeared did not demand money                      | T | <b>F</b> | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |          |   |
|----|--|---|----------|---|
| 1. | A man appeared after the owner had turned off his store lights | T | F        | ? |
| 2. | The robber was a man   | T | F        | ? |
| 3. | The man who appeared did not demand money                      | T | <b>F</b> | ? |
| 4. | The man who opened the cash register was the owner             | T | F        | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |          |   |
|----|--|---|----------|---|
| 1. | A man appeared after the owner had turned off his store lights | T | F        | ? |
| 2. | The robber was a man   | T | F        | ? |
| 3. | The man who appeared did not demand money                      | T | <b>F</b> | ? |
| 4. | The man who opened the cash register was the owner             | T | F        | ? |



A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |   |   |   |   |
|----|---|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights            | T | F | ? |
| 2. | The robber was a man  | T | F | ? |
| 3. | The man who appeared did not demand money                                 | T | F | ? |
| 4. | The man who opened the cash register was the owner                        | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away | T | F | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |   |   |   |   |
|----|---|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights            | T | F | ? |
| 2. | The robber was a man  | T | F | ? |
| 3. | The man who appeared did not demand money                                 | T | F | ? |
| 4. | The man who opened the cash register was the owner                        | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away | T | F | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights             | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                                  | T | F | ? |
| 4. | The man who opened the cash register was the owner                         | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away  | T | F | ? |
| 6. | While the cash register contained money, the story does not state how much | T | F | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights             | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                                  | T | F | ? |
| 4. | The man who opened the cash register was the owner                         | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away  | T | F | ? |
| 6. | While the cash register contained money, the story does not state how much | T | F | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights             | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                                  | T | F | ? |
| 4. | The man who opened the cash register was the owner                         | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away  | T | F | ? |
| 6. | While the cash register contained money, the story does not state how much | T | F | ? |
| 7. | The robber demanded money of the owner                                     | T | F | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights             | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                                  | T | F | ? |
| 4. | The man who opened the cash register was the owner                         | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away  | T | F | ? |
| 6. | While the cash register contained money, the story does not state how much | T | F | ? |
| 7. | The robber demanded money of the owner                                     | T | F | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights             | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                                  | T | F | ? |
| 4. | The man who opened the cash register was the owner                         | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away  | T | F | ? |
| 6. | While the cash register contained money, the story does not state how much | T | F | ? |
| 7. | The robber demanded money of the owner                                     | T | F | ? |
| 8. | After the store lights were turned off the man entered the store           | T | F | ? |



A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights             | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                                  | T | F | ? |
| 4. | The man who opened the cash register was the owner                         | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away  | T | F | ? |
| 6. | While the cash register contained money, the story does not state how much | T | F | ? |
| 7. | The robber demanded money of the owner                                     | T | F | ? |
| 8. | After the store lights were turned off the man entered the store           | T | F | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights             | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                                  | T | F | ? |
| 4. | The man who opened the cash register was the owner                         | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away  | T | F | ? |
| 6. | While the cash register contained money, the story does not state how much | T | F | ? |
| 7. | The robber demanded money of the owner                                     | T | F | ? |
| 8. | After the store lights were turned off the man entered the store           | T | F | ? |
| 9. | Taking the contents of the cash register the man ran out into the street   | T | F | ? |

A businessman had just turned off the lights in the store when a man appeared and demanded money. The owner opened a cash register. The contents of the cash register were scooped up and the man sped away.

|    |  |   |   |   |
|----|--|---|---|---|
| 1. | A man appeared after the owner had turned off his store lights             | T | F | ? |
| 2. | The robber was a man   | T | F | ? |
| 3. | The man who appeared did not demand money                                  | T | F | ? |
| 4. | The man who opened the cash register was the owner                         | T | F | ? |
| 5. | The store owner scooped up the contents of the cash register and ran away  | T | F | ? |
| 6. | While the cash register contained money, the story does not state how much | T | F | ? |
| 7. | The robber demanded money of the owner                                     | T | F | ? |
| 8. | After the store lights were turned off the man entered the store           | T | F | ? |
| 9. | Taking the contents of the cash register the man ran out into the street   | T | F | ? |

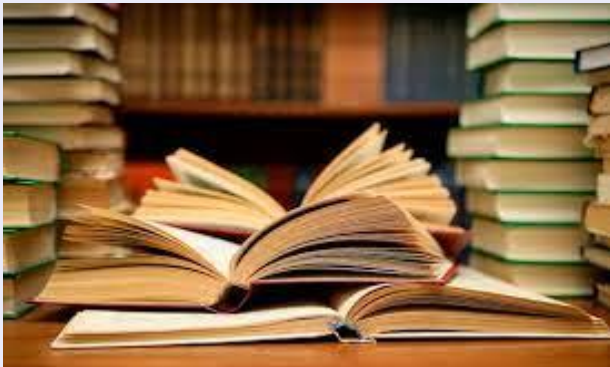
The actual word doesn't really matter. The only important thing is that the first and last letters are in the right place. Even if the rest are totally jumbled up you can still read it.

This is because the human brain does not read each letter individually, but instead recognizes the word as a whole.

So there you have it. You might have thought that your brain wouldn't be working properly after all the Christians and New Year celebrations, and then all these tricks seemed to show that your brain is really fool. This actually means that your brain is working perfectly normally. Congratulations!

# What will slow me down?

---



- Approaching all documents with the same reading style
- Making notes/highlighting
- Poor reading environment
- Lack of interest
- Mouthing
- Eye tics.

# Eye Tic

It is interesting how many people have an eye “tic”. A tic is used to describe eye movements which go to and fro. Some readers do this when they are tired.

# Eye Tic



It is interesting how many people have an eye “tic”. A tic is used to describe eye movements which go to and fro. Some readers do this when they are tired.



# Eye Tic



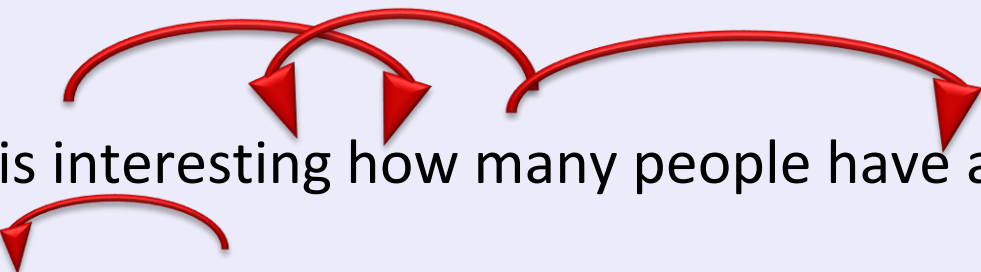
It is interesting how many people have an eye “tic”. A tic is used to describe eye movements which go to and fro. Some readers do this when they are tired.

# Eye Tic



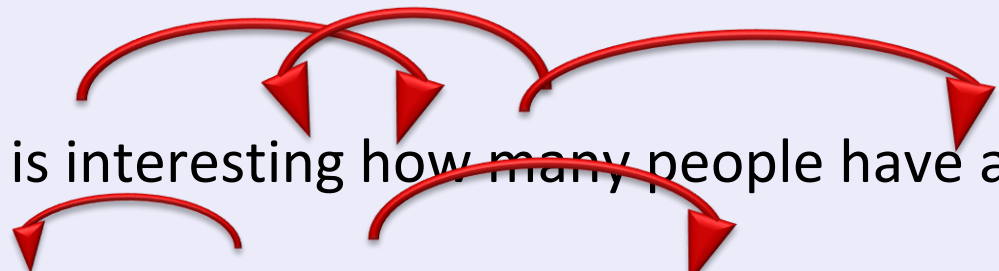
It is interesting how many people have an eye “tic”. A tic is used to describe eye movements which go to and fro. Some readers do this when they are tired.

# Eye Tic




It is interesting how many people have an eye  
“tic”. A tic is used to describe eye movements  
which go to and fro. Some readers do this when  
they are tired.

# Eye Tic



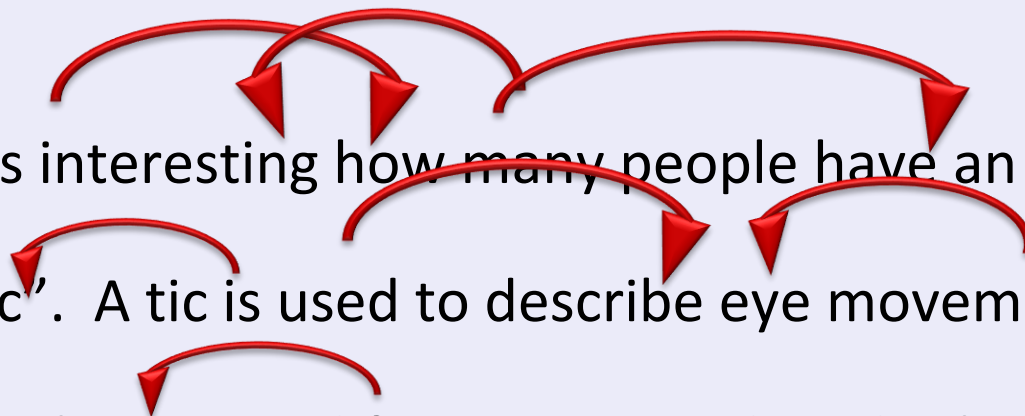
It is interesting how many people have an eye “tic”. A tic is used to describe eye movements which go to and fro. Some readers do this when they are tired.

# Eye Tic



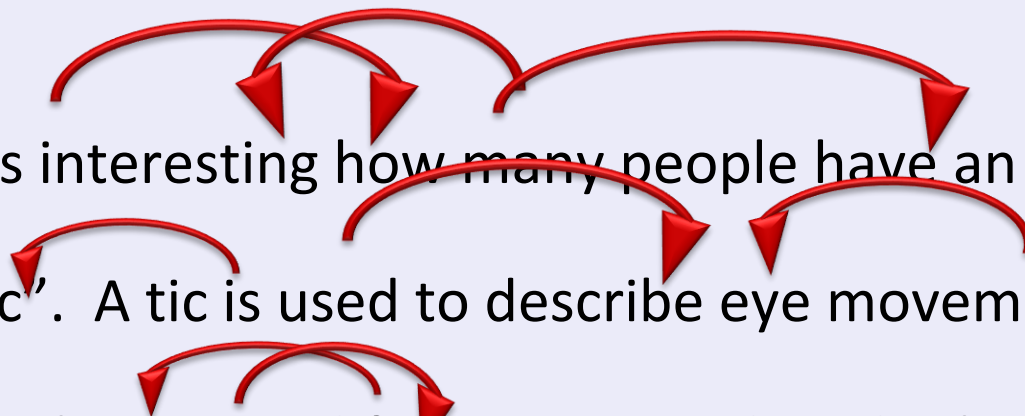
It is interesting how many people have an eye  
“tic”. A tic is used to describe eye movements  
which go to and fro. Some readers do this when  
they are tired.

# Eye Tic



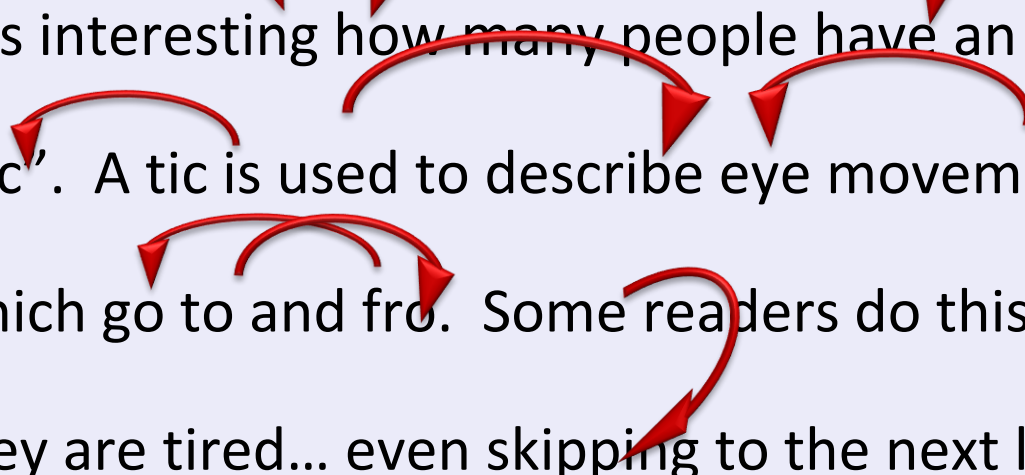
It is interesting how many people have an eye “tic”. A tic is used to describe eye movements which go to and fro. Some readers do this when they are tired.

# Eye Tic



It is interesting how many people have an eye “tic”. A tic is used to describe eye movements which go to and fro. Some readers do this when they are tired.

# Eye Tic



It is interesting how many people have an eye “tic”. A tic is used to describe eye movements which go to and fro. Some readers do this when they are tired... even skipping to the next line.



# Reading Styles

- Reading for pleasure
- Proof-reading
- Scanning
- Skimming
- Careful reading



# Scanning

- Identify key letters or characters
- Focus on these, excluding irrelevant information
- Use your finger, chopstick or mouse
- Go at the speed of your stick, not your eye
- Avoid being distracted by other information
- Have the courage of your conviction!



# **Audit Report – Barton Engineering**

Barton Engineering is a friendly organisation who greets its customers well. This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

This warm welcome is blighted by an unsatisfactory reception area which sends a cold signal to customers and people entering the building.

The rate of staff turnover is relatively small, and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. The Managing Director has a good reputation throughout the organisation and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

## **Organisational structure**

The structure of the organisation is as follows:

1. Chief executive, who also doubles as the Finance Director
2. Three directors including sales, marketing and human resources
3. Four heads of departments
4. Thirty-three members of staff, mainly admin, sales and finance.

The business appears to be very good at recognising hard work and talent which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.

## **Audit Report – Barton Engineering**

Barton Engineering is a friendly organisation who greets its customers well. This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

This warm welcome is blighted by an unsatisfactory reception area which sends a cold signal to customers and people entering the building.

The rate of staff turnover is relatively small, and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. The Managing Director has a good reputation throughout the organisation and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

### **Organisational structure**

The structure of the organisation is as follows:

1. Chief executive, who also doubles as the Finance Director
2. Three directors including sales, marketing and human resources
3. Four heads of departments
4. Thirty-three members of staff, mainly admin, sales and finance.

The business appears to be very good at recognising hard work and talent which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.

# Audit Report – Barton Engineering

**Barton Engineering is a friendly organisation who greets its customers well.** This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

This warm welcome is blighted by an unsatisfactory reception area which sends a cold signal to customers and people entering the building.

The rate of staff turnover is relatively small, and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. The Managing Director has a good reputation throughout the organisation and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

## Organisational structure

The structure of the organisation is as follows:

1. Chief executive, who also doubles as the Finance Director
2. Three directors including sales, marketing and human resources
3. Four heads of departments
4. Thirty-three members of staff, mainly admin, sales and finance.

The business appears to be very good at recognising hard work and talent which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.

## Audit Report – Barton Engineering

**Barton Engineering is a friendly organisation who greets its customers well.** This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

**This warm welcome is blighted by an unsatisfactory reception area** which sends a cold signal to customers and people entering the building.

The rate of staff turnover is relatively small, and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. The Managing Director has a good reputation throughout the organisation and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

### Organisational structure

The structure of the organisation is as follows:

1. Chief executive, who also doubles as the Finance Director
2. Three directors including sales, marketing and human resources
3. Four heads of departments
4. Thirty-three members of staff, mainly admin, sales and finance.

The business appears to be very good at recognising hard work and talent which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.

## Audit Report – Barton Engineering

**Barton Engineering is a friendly organisation who greets its customers well.** This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

**This warm welcome is blighted by an unsatisfactory reception area** which sends a cold signal to customers and people entering the building.

**The rate of staff turnover is relatively small,** and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. The Managing Director has a good reputation throughout the organisation and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

### Organisational structure

The structure of the organisation is as follows:

1. Chief executive, who also doubles as the Finance Director
2. Three directors including sales, marketing and human resources
3. Four heads of departments
4. Thirty-three members of staff, mainly admin, sales and finance.

The business appears to be very good at recognising hard work and talent which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.

## Audit Report – Barton Engineering

**Barton Engineering is a friendly organisation who greets its customers well.** This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

**This warm welcome is blighted by an unsatisfactory reception area** which sends a cold signal to customers and people entering the building.

**The rate of staff turnover is relatively small**, and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. **The Managing Director has a good reputation** throughout the organisation and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

### Organisational structure

The structure of the organisation is as follows:

1. Chief executive, who also doubles as the Finance Director
2. Three directors including sales, marketing and human resources
3. Four heads of departments
4. Thirty-three members of staff, mainly admin, sales and finance.

The business appears to be very good at recognising hard work and talent which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.



## Audit Report – Barton Engineering

**Barton Engineering is a friendly organisation who greets its customers well.** This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

**This warm welcome is blighted by an unsatisfactory reception area** which sends a cold signal to customers and people entering the building.

**The rate of staff turnover is relatively small**, and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. **The Managing Director has a good reputation** throughout the organisation and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

### Organisational structure

The structure of the organisation is as follows:

1. Chief executive, who also doubles as the Finance Director
2. Three directors including sales, marketing and human resources
3. Four heads of departments
4. Thirty-three members of staff, mainly admin, sales and finance.

The business appears to be very good at recognising hard work and talent which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.

## Audit Report – Barton Engineering


**Barton Engineering is a friendly organisation who greets its customers well.** This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

**This warm welcome is blighted by an unsatisfactory reception area** which sends a cold signal to customers and people entering the building.

**The rate of staff turnover is relatively small**, and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. **The Managing Director has a good reputation throughout the organisation** and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

### Organisational structure

The structure of the organisation is as follows:

1. Chief executive, who also doubles as the Finance Director
  2. Three directors including sales, marketing and human resources
  3. Four heads of departments
  4. Thirty-three members of staff, mainly admin, sales and finance.
- 

The business appears to be very good at recognising hard work and talent which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.

## Audit Report – Barton Engineering


**Barton Engineering is a friendly organisation who greets its customers well.** This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

**This warm welcome is blighted by an unsatisfactory reception area** which sends a cold signal to customers and people entering the building.

**The rate of staff turnover is relatively small**, and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. **The Managing Director has a good reputation throughout the organisation** and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

### Organisational structure

The structure of the organisation is as follows:

1. Chief executive, who also doubles as the Finance Director
  2. Three directors including sales, marketing and human resources
  3. Four heads of departments
  4. Thirty-three members of staff, mainly admin, sales and finance.
- 

**The business appears to be very good at recognising hard work and talent** which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.

## Audit Report – Barton Engineering

**Barton Engineering is a friendly organisation who greets its customers well.** This was demonstrated through a relaxed welcome by the Receptionist who smiled and made pleasant conversation during the signing-in process.

**This warm welcome is blighted by an unsatisfactory reception area** which sends a cold signal to customers and people entering the building.

**The rate of staff turnover is relatively small,** and most people spoken to said that they considered Barton Engineering to be a good employer. Records show that staff tend to stay with the organisation for quite a long period of time. **The Managing Director has a good reputation throughout the organisation** and the staff interviewed spoke of his management style and approach in a positive manner. The majority of employees felt that he has the best interests of staff and company at heart.

### Organisational structure

The structure of the organisation is as follows:

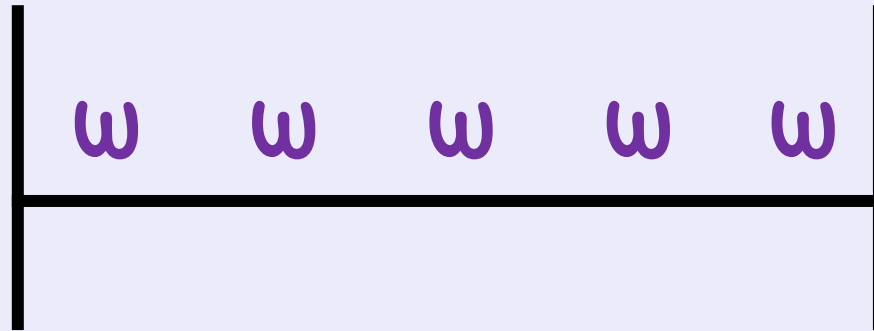
1. Chief executive, who also doubles as the Finance Director
2. Three directors including sales, marketing and human resources
3. Four heads of departments
4. Thirty-three members of staff, mainly admin, sales and finance.

**The business appears to be very good at recognising hard work and talent** which was mentioned by a number of employees during meetings. In the last year there have been three internal promotions and there are two vacancies currently in the early stages of recruitment.

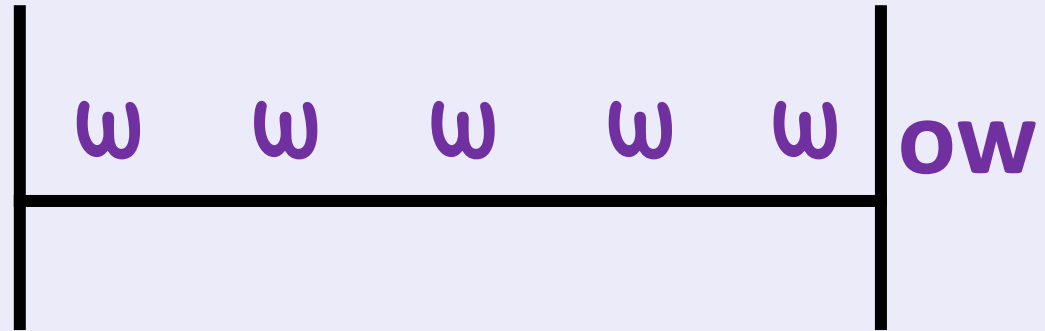
# S-Q-R-W

- **S**kim
- **Q**uestion the document
- **R**ead to answer your questions
- **W**rite your own summary.

# Five Bottoms on a Bed



# Five Bottoms on a Bed

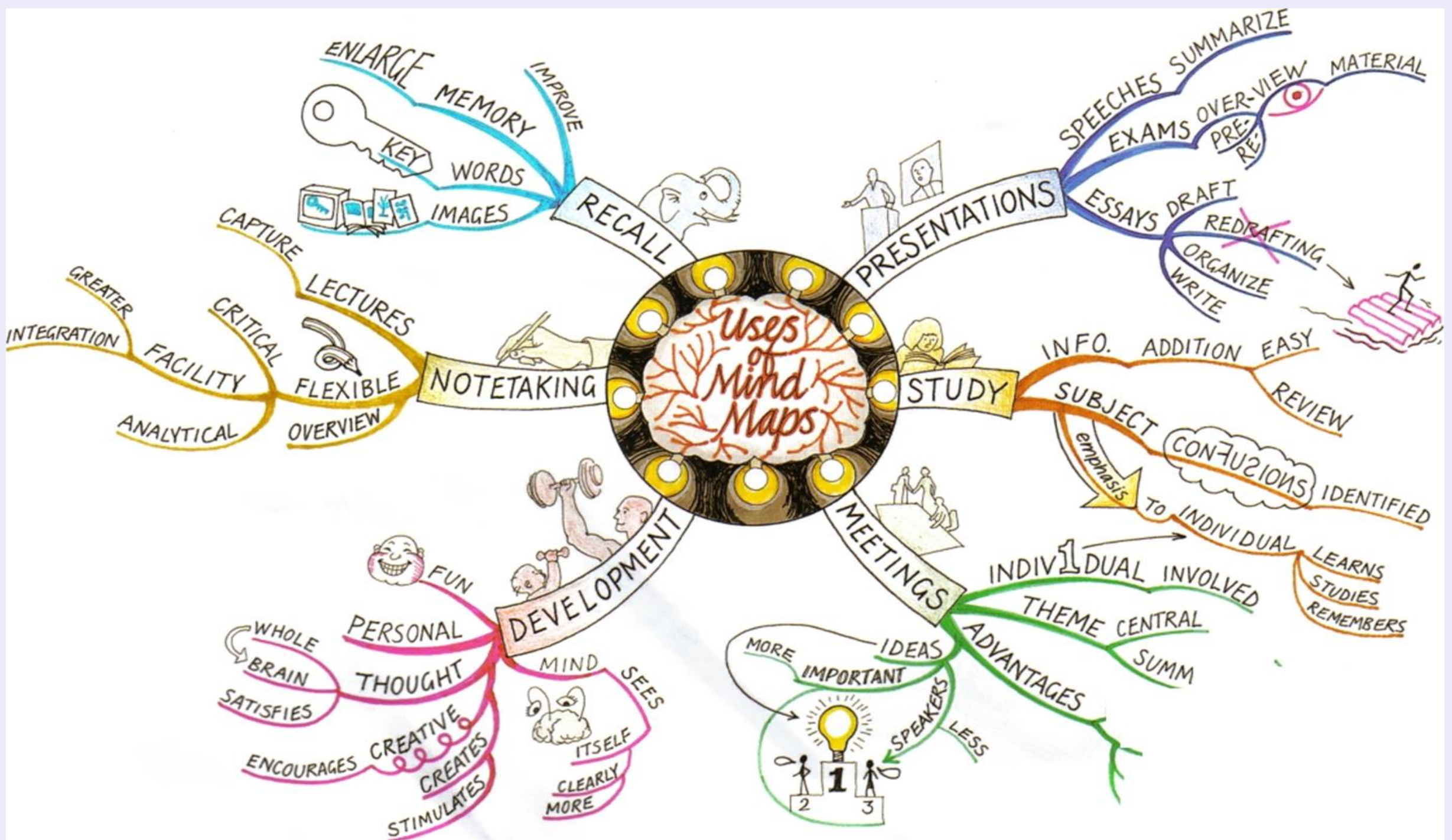


# Five Bottoms on a Bed



Who  
What  
Where  
When  
Why





# Reading from Screens

- Screen brightness and tone
- Font style
- Font size
- Formatting
- Reading angle, distance and format.



# Screen Tint

Sometimes it is easier on the eye to use a background tint on your screen. Look through your settings to see if this is possible.

# Screen Tint

Sometimes it is easier on the eye to use a background tint on your screen. Look through your settings to see if this is possible.

Sometimes it is easier on the eye to use a background tint on your screen. Look through your settings to see if this is possible.

# Fonts

- Many texts, especially MS Word documents are written in Times New Roman font, but this is not the best typeface for speed reading. Small-sized fonts can also make reading difficult and time-consuming.
- Test results have proved that texts produced using Arial font can be read at a faster speed. For long documents, it is worth changing the font before you start reading.

# Font Sizes

- This is 12 point
- This is 14 point
- This is 16 point
- This is 20 point
- This is 22 point
- This is 24 point
- This is 26 point
- This is 28 point
- This is 30 point
- This is 32 point
- This is 34 point
- This is 36 point

# Formatting

For documents which have been produced with long, dense paragraphs, consider changing a justified right-hand side text to a ragged margin. This will help your eye to focus more precisely on where you are within the document. Text which is justified is really tricky to read on-screen because there is nowhere for your eye to keep its focus. Notice how the wide margins aren't helping either? On paper you can use a finger to keep your place, whereas when you read on-screen this is harder to do.

# Formatting

For documents which have been written with long, dense paragraphs, consider changing a justified right-hand side text to a ragged margin. This will help your eye to focus more precisely on where you are within the document. Text which is justified is really tricky to read online because there is nowhere for your eye to keep its focus. Notice how the wider margins help because your eye does not have to travel so far. On paper you can use a finger to keep your place, whereas when you read on-screen this is harder to do.



# Final Tips

- Save careful reading for when you're at your best
- Prioritise your reading
- It's best to read something two or three times quickly than read it slowly once
- If your eyes are tired, and it's a Word document try Microsoft's "Read to Me"
- Read strategically
- Skim material first for main ideas
- Choose to read a document out of order
- Form questions to raise your curiosity
- Manage your reading environment
- Take care with highlighting
- Read regularly.



# Programme Summary

- An introduction to speed reading
- The reading process
- Minimising barriers to reading
- Using different reading styles
- Reading from screens and tablets
- Reading for retention.

