**READING “LEVEL 1”**

**Skimming and Scanning**

**Skimming** refers to the process of fast reading for main ideas, key topics, overall theme, basic structure within a passage to get an overall impression of the content of a reading selection.

**How to Skim:**

 Read the title.

 Read the introduction or the first paragraph.

 Read the first sentence of every other paragraph.

 Read any headings and sub-headings.

 Notice any pictures, charts, or graphs.

 Notice any italicized or boldface words or phrases.

 Read the summary or last paragraph.

**Scanning** is a fast reading technique to be used when you want to find specific information quickly (e.g. names, addresses, facts, prices, numbers, dates, etc.). In scanning you have a question in your mind and you read a passage only to find the answer, ignoring unrelated information.

**How to Scan:**

 State the specific information you are looking for.

 Try to anticipate how the answer will appear and what clues you might use to help you locate the answer. For example, if you were looking for a certain date, you would quickly read the paragraph looking only for numbers.

 Use headings and any other aids that will help you identify which sections might contain the information you are looking for.

 Selectively read and skip through sections of the passage.

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