

# Reading Strategies: Skimming & Scanning

## STRATEGY 1: SKIMMING

**SKIMMING = Reading quickly for the MAIN IDEA** When to use:

- To understand what a text is about
- Before detailed reading
- To decide if a text is relevant
- To get a general overview

**How to skim:**

1. Read the **title** and **headings**
2. Read the **first sentence** of each paragraph
3. Read the **last sentence** of the text
4. Look at **pictures, charts, bold words**
5. Move eyes quickly - DON'T read every word

**Time:** 1-2 minutes for a full page

## STRATEGY 2: SCANNING

**SCANNING = Reading quickly for SPECIFIC INFORMATION** When to use:

- Looking for a date, number, or name
- Finding an answer to a specific question
- Looking for a particular fact

**How to scan:**

1. Know **exactly** what you're looking for
2. Move eyes quickly across the text
3. **Don't read** - just look for key words
4. When you find it, **stop and read** carefully

**Time:** 30 seconds to 1 minute

## COMPARISON TABLE

Feature	Skimming	Scanning
<b>Purpose</b>	Main idea	<b>Specific detail</b>
<b>Speed</b>	Very fast	<b>Very fast</b>
<b>What you read</b>	First/last sentences, headings	<b>Look for specific words/numbers</b>
<b>When to use</b>	Before detailed reading	<b>To answer specific question</b>
<b>Time</b>	<b>1-2 minutes</b>	<b>30 seconds-1 minute</b>