## About this resource

Teaching the different ways of reading a text helps a learner to REDUCE the anxiety they experience when they encounter a large piece of text. ENABLE them to navigate text more efficiently. PLAN their approach to analysing text.

It is important to teach the different approaches as a set, skimming and scanning are surface reading techniques but almost always learners will need closer reading techniques alongside.

### How to do it

**Skimming**
- Look at entire article and note how long it is.
- Read the headings and sub-headings, what do they tell you?
- Read the first paragraph carefully, what key points or information are you picking out?
- Read the special features, figures, bold or italics, quotations.
- Read the final paragraph, how does it sum up or conclude the article?
- Write or say out loud your summary, have you got the gist of the article?
- If you are skimming correctly you should, as you skim start to get the main idea. If not, closer reading is needed.

**When to use it**
- When summarising.
- When the main facts are needed but little else.
- Before answering comprehension questions.

**Scanning**
- Based on the question, decide where the information should be roughly within the article.
- Know what you are looking for, what key words or vocabulary do you need to be looking out for?
- Find quotes and figures or dates.
- When you have found the information, read that section carefully so you can gain a wider understanding.

**When to use it**
- Searching for something specific.
- Summarising or getting the gist.
- Finding quotes.
- Answering detailed comprehension questions.

**Detailed Reading**
- Allow time for reading the article more than once which increases the likelihood the information will be retained.
- Encourage the use of highlighters and making notes on the text so that you can identify key information and make sense of it in your own mind.
- Have a sense of purpose before starting to read, how is this going to help me with my overall understanding of this topic or subject?

**When to use it**
- Analysing a piece of text.
- Reading poetry.
- For both comprehension and inference questions.
How to do it

• Look at entire article and note how long it is.
• Read the headings and sub headings, what do they tell you?
• Read the first paragraph carefully, what key points or information are you picking out?
• Read the special features, figures, bold or italics, quotations.
• Read the final paragraph, how does it sum up or conclude the article?
• Write or say out loud your summary, have you got the gist of the article?
• If you are skimming correctly you should, as you skim start to get the main idea. If not, closer reading is needed.

How to do it

• Based on the question, decide where the information should be roughly within the article.
• Know what you are looking for, what key words or vocabulary do you need to be looking out for?
• Find quotes and figures or dates.
• When you have found the information, read that section carefully so you can gain a wider understanding.

How to do it

• Allow time for reading the article more than once which increases the likelihood the information will be retained.
• Encourage the use of highlighters and making notes on the text so that you can identify key information and make sense of it in your own mind.
• Have a sense of purpose before starting to read, how is this going to help me with my overall understanding of this topic or subject?

Skimming

When to use it

• When summarising.
• When the main facts are needed but little else.
• Before answering comprehension questions.

Scanning

When to use it

• Searching for something specific.
• Summarising or getting the gist.
• Finding quotes.
• Answering detailed comprehension questions.

Detailed Reading

When to use it

• Analysing a piece of text.
• Reading poetry.
• For both comprehension and inference questions.