

SUGGESTIONS FOR INCREASING READING SPEED AND EFFECTIVENESS

I. CONSIDERATIONS AND LIMITATIONS

- When time demands and purpose permits, you must possess the ability to "switch gears" (absorb the ideas and information in books at more rapid speeds).
- This high-level fast reading however should not be interpreted as applicable to all types of reading situations.

II. CAUSES OF SLOW READING SPEEDS

- Individual variables - intelligence, motivation, physiological and psychological traits.
- Deficiencies in vocabulary and comprehension levels required for the reading.
- Inflexibility - tendency to read everything the same way regardless of what it is.
- Passivity - failure to become involved with the material being read.
- Unnecessary and habitual regression or re-reading because of lack of concentration.
- Slow reaction time to reading material.

III. TO BEGIN...

- Determine the purpose of the assignment.
- Preview the selection to determine its difficulty.
- Be flexible. Determine how to read an assignment by its difficulty and purpose.
- Understand that there are many reading speeds, and pace yourself.
- Get ready to read. Sit at a desk or table; you may need to shut down your computer if it is on your desk. This will avoid the distractions of E-mail and Instant Messenger; do not sit on the couch.
- Set a time limit, but be realistic. Look at how many pages you have to read.
- Concentrate. If you push your rate up to capacity, you will not have time to think about other things and allow your mind to wonder.
- Relax - it promotes concentration.
- Try a self-pacing method:

Use an index card, ruler, or straight edge and move it down the page as you read.

-OR-

Move your finger or pencil point down the margin beside the lines you are reading.