

How To: Speed Read

Sometimes it is difficult to find the time to read all the content required for a class, especially when you have multiple classes with multiple texts. To help you with this situation, here are some tips that will enable you to read the most important information quickly so you can feel less overwhelmed by your required readings:

- **Look at headings/titles/subheadings.**
- **Group words together in chunks.**
- **Do not fully pronounce every word in your head.**
- **Read the first and last pages of a chapter.**
- **Read the first and last paragraphs of a section.**
- **Read the first and last sentences of a paragraph.**
- **Read the information on the sides of pages and in diagrams and images.**
- **Read any highlighted or bolded content.**
- **Read any examples given and/or questions asked.**



These tips can be helpful if utilized properly, **but they are not meant to replace reading the entirety of the text.** It is always better to manage your time wisely to allow yourself to fully read and understand material. These tips are meant for instances where you are short on time and need to know the most important content of the reading for a quiz/test/homework.