Scanning and Skimming

EN2106 – Communication Skills I

Level I - Semester 2

Skimming

01 **Definition**

02 **Requirement**

03 **Types**

04 **How to skim**

Skimming

01	Definition

Skimming means reading selectively to get a general idea of what an article is about and to become familiar with the most important ideas in it.

Skimming

02 | **Requirement**

(speed and comprehension)

- ➢ comprehension level is about 50-70%;

- ➢ speed should be about twice as fast as the average reading speed or even faster.

Skimming

03	Types

- ➢ preread-skimming

- ➢ skim-reading

- ➢ review skimming

Skimming

04 | **How to skim**

1) read the title

2) read the introduction

3) read any headings and subheadings

4) notice any pictures, charts or graphs included

5) read the first sentence of each paragraph

6) glance at the remainder of the paragraph

7) read the summary or last paragraph

Skimming

Some points in skimming

1. Concentrate on the main idea and keep high speed

2. Do not read every word of the article.

3. Pay attention to the key words and signal words.

4. Identify or summarize the topic sentences.

Scanning

01

Definition

02

Difference between Skimming and Scanning

03

How to scan

Scanning

01

Definition

Scanning in reading is a technique for quickly looking through reading material to locate a particular piece of information --- a fact, a date, a name, a statistic.

Scanning

1). For skimming, in most cases we do not know what the material is about beforehand; for scanning, we usually have some idea about the content of the material beforehand.

Skimming is reading quickly to find the general overview of the passage

Scanning is reading quickly to find specific details within the passage.

02

Difference between Skimming and Scanning

Scanning

Difference between Skimming and Scanning

2). Purpose for skimming---to get the general idea; purpose for scanning---to sort out the exact information we need.

3). For skimming, comprehension rate is about 50-70%; for scanning, you should be 100% correct about the information you need.

Scanning

03
How to scan

1. check the organization

2. remember your purpose

3. anticipate clue words

4. identify likely answer locations

5. use a systematic pattern

6. confirm your answer

Thank you.