

WHEN TO SKIM?

Because skimming is done at a fast speed with less-than-normal comprehension, you shouldn't skim all the time. There are many times, however, when skimming is very useful.

- ☒ Read the title.
 - ☒ Read the introduction or the first paragraph.
 - ☒ Read the first sentence of every other paragraph.
 - ☒ Read any headings and sub-headings.
 - ☒ Notice any pictures, charts, or graphs.
 - ☒ Notice any italicized or boldface words or phrases.
 - ☒ Read the summary or last paragraph.
- Read the first and last paragraphs in the following text.