



SKIMMING & SCANNING

WEEK 2



SKIMMING

A quick hunt for the gist

DEFINITION

Skimming refers to reading a text quickly to get the essence, the basic overall idea, rather than concentrating on absorbing all the details.

Skimming is done at a speed three to four times faster than normal reading.



An aerial, high-angle photograph of a dense urban skyline, likely New York City, featuring numerous skyscrapers and buildings. A large, semi-transparent green rectangle is positioned on the left side of the image. Overlaid on this green area is a white, stylized 'L' shaped graphic element. To the right of this graphic, a dark gray rectangular box contains the text 'HOW TO SKIM?' in a white, serif, all-caps font.

HOW TO SKIM?



To skim an article, essay, passages, do the following:

1. Read the title
2. Quickly study the pictures or any other graphic illustrations (diagrams, tables, charts, graphs, etc) used by the writer.
3. Read the subtitles and headings if present
4. Read the introduction paragraph (central idea)
5. Read the first and the last sentence of the body paragraphs (main ideas)
6. Use connectors as guiding sign posts
7. Read the conclusion paragraph

To skim a book, you can do the following:

1. Cover page
2. Book name and subtitles
3. Content list
4. For each chapter, just go through the headings, subheadings, introduction, conclusion paragraphs, illustrations, and chapter summary if included.
5. Use connectors in the chapters as guides
6. If required, read the topic sentences and the conclusion sentences of the body paragraphs as well.



**Activity on pages
27, 28, & 29**



SCANNING

A quick hunt for a specific detail

DEFINITION

Scanning refers to quickly going through a text to find a specific or particular detail.

To check if a resource would answer their questions.

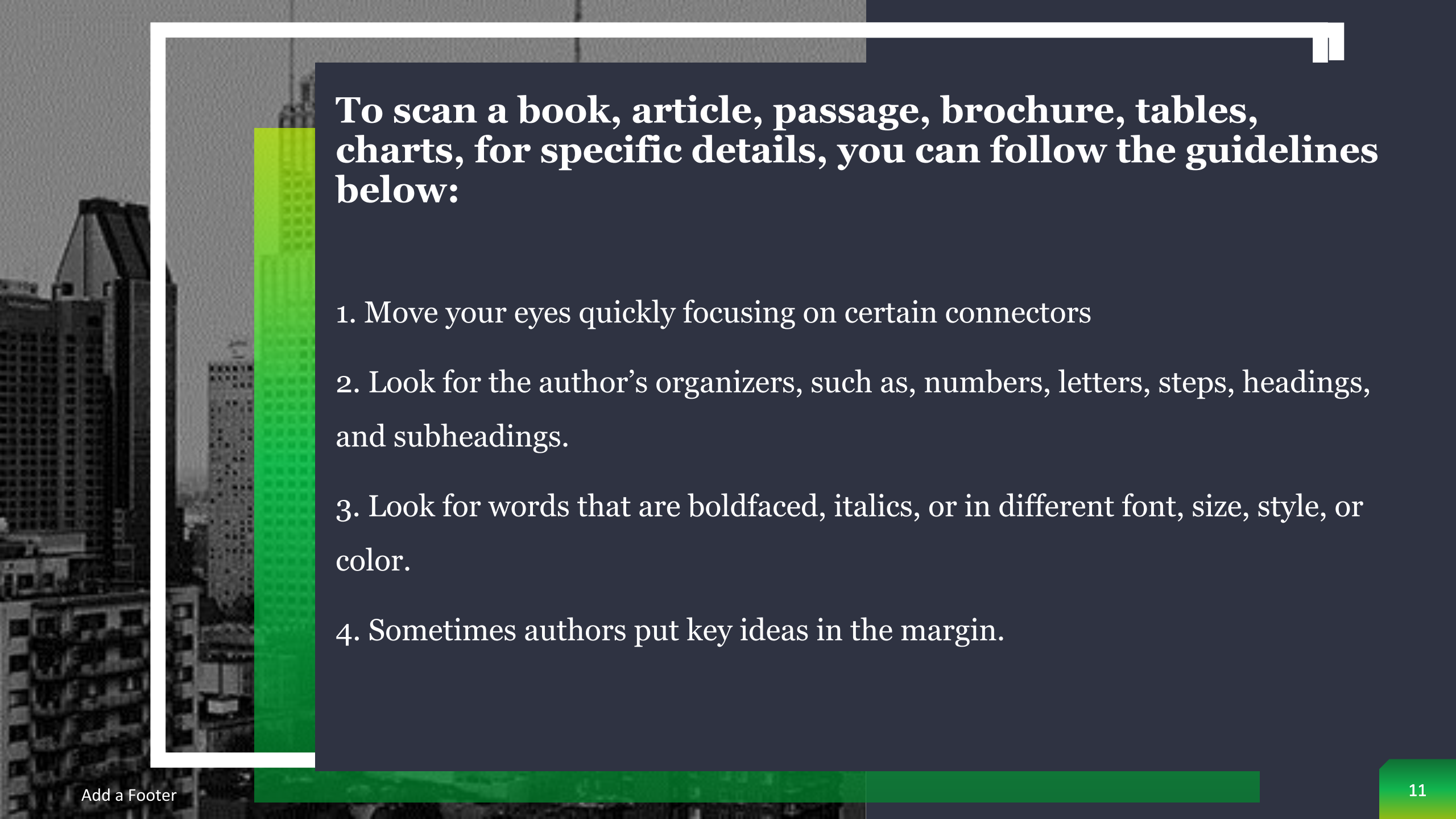
To get to the desired answer quickly.

To concentrate on finding a particular answer



An aerial, high-angle photograph of a dense urban landscape, likely New York City, showing numerous skyscrapers and buildings. A large, semi-transparent green rectangle is positioned on the left side of the image. Overlaid on this green area is a white, stylized graphic element resembling a thick 'L' or a corner bracket. To the right of this graphic, centered within a dark gray rectangular area, is the text 'HOW TO SCAN?' in a white, bold, serif font.

HOW TO SCAN?



To scan a book, article, passage, brochure, tables, charts, for specific details, you can follow the guidelines below:

1. Move your eyes quickly focusing on certain connectors
2. Look for the author's organizers, such as, numbers, letters, steps, headings, and subheadings.
3. Look for words that are boldfaced, italics, or in different font, size, style, or color.
4. Sometimes authors put key ideas in the margin.



Activity pages: 31 to 43

HOME WORK ASSIGNMENT

Pages: 44 to 50