

you read. This method is a very powerful method for all kinds of reading material.

CONCLUSION

You have now completed the techniques that have been presented in this workbook. These should have helped you increase your reading speed by a measurable factor. Most students find a three or five fold increase in reading speed. You may find you have done better than this, or maybe not quite as well. It often helps to review the techniques again and spend more time on the exercises and indicated practice sessions, repeating them several times each day until you are comfortable with the methods.

A summary of the techniques that will allow you to read faster is given below.

- (a) Improve placement. Use a pointer.
- (b) Increase your perception span. Read groups of words rather than single words.
- (c) Avoid vocalization. Do not pronounce words as you read them.
- (d) Improve your vocabulary so that you do not get stuck on a word you do not know.
- (e) Determine your purpose of reading the material. Skim to evaluate its relevance.
- (f) Read, Summarize, Question, Review. Improve comprehension and retention.

To further your study of speed reading, you can continue to build upon these techniques for greater speed. With practice, you may be able to see an entire line as an object, or two to three units to a line. Your peripheral vision will increase and your concentration will be better focused on the material. You will be skimming more reading material and will achieve greater understanding of the material you read by using the dynamic reading techniques.

There are a number of good books available on speed reading and on building vocabulary. Examine these at your local book store. Remember, skim them first to see if they will be of any help to you.

Happy speed-reading!

Appendix 1

MAINTAINING A POSITIVE ATTITUDE

Attitudes and mind-set

Success in speed reading, as well as in any thing that you will undertake, has more to do with your feeling good about yourself. It is the confidence that you place in yourself that sees you through these tasks. Unfortunately, self confidence cannot be taught by someone else. You are the teacher and the learner of this most important path to success.

Wellness of body and mind

As the correct frame of mind is of the utmost importance to success, so is also the wellness of the body. It helps greatly if the body itself feels supple and ready to go. Furthermore, the proper maintenance of the body, in turn, affects the mind positively. Therefore these two are closely connected. A regularly scheduled program of exercise is one of the best gifts that you can give yourself. However, keep in mind that any program of exercise must be undertaken in consultation with your physician. A trainer at a local health club can guide you in the correct exercises you need that are designed for greater blood flow. A cardiovascular workout serves to keep your heart in good health and also feels good.

Act successful

Once you have made up your mind to achieve something, act as if you have already achieved your goal. Keep depression and the blues behind you. If you are feeling particularly down on a certain day, use the outdoors to cheer yourself up. Go for a walk, or better still, run or bike. A brisk walk in the outdoors works wonders to lift your spirits. Always approach this course

feeling as if you are a speed reader already, and are working on further improving your speed.

Negative influences

Whenever you make up your mind to achieve something, there will be some people who support you and other people who seem to be working to prevent you from achieving your goal. Unfortunately, there are usually more of the negative people than the positive. While you are working on this course or any other self improvement program, you need to keep yourself motivated. Keep away from the people whose hobby seems to be finding fault with programs and the direction you wish to take. It will help in maintaining your state of mind, and keep yourself focused on your goal.

Preparation Sheet

Check each of the materials listed below as you gather them. It helps to have these in easy access while you progress through the workbook.

- 1 Practice Book
- 2 Pencil
- 3 Ruler (preferably one made of wood)
- 4 Watch (with a seconds hand)
- 5 Calculator (Optional)

Practice Book

Count the number of words in 10 full lines.

Number of words in 10 lines = _____ words

Average words per line = (number of words in 10 lines) / 10
(round to the closest whole number)

= _____ words per line

Now count the number of lines in a full page

= _____ lines

Average words per page = (Average words per line) x (lines in a full page)

= _____ words per page

Start Evaluation Sheet (Sheet 0)

This worksheet represents your reading ability before you worked on the techniques in the speed reading course. It helps evaluate your improvement as you progress through the course.

Start date: _____

READING SPEED

No. of lines read (l) = Pages read x Average lines per page

= _____

Average Words Per Line (from Preparation sheet) (w) = _____

No. of words = l x w = _____