

INCREASING READING EFFICIENCY

MYTHS

surrounding reading speed

"If I read faster, I'll lose comprehension."

Comprehension improves when you pace yourself at a rate equal to your thinking rate.

"I have only 1 rate of speed."

You can vary your rate of speed according to your purpose for reading.

"Speed reading is never appropriate in textbook reading."

Faster rates, such as skimming, are appropriate when previewing or reading for a central idea.

KEY IDEAS

to increasing reading speed

Push yourself to read faster than is normally comfortable.

Decrease number of eye fixations. Increase eye span.

AVOID

faulty reading habits

Moving your head

Subvocalizing

Regressing or rereading

Word-by-word reading

READING

is a thinking process

Concentrate.

Predict and anticipate.

Cluster (read words in phrases).

Use key words.

Register the idea.

TEST

On the following page is a method to test your growth as a reader. Take this test once as an initial comparison point, and take it again periodically while you practice the above tips to track your progress.

Directions: Practice the techniques taught above by reading this one minute passage. Before you begin, you might note the organization of the article. Set a timer for a minute. At the end of one minute, underline the number at the end of the line on which you finish. This is your words per minute.

Push yourself to read faster than you normally do. Your reading fluency will increase as you increase the number and types of materials you read for pleasure.	11 22 27
Practice daily at home for 15 - 20 minutes. Choose a time when you are relaxed and strive to read every day at this same time.	40 51
Practice on easy, high-interest materials. Read articles in the same newspaper/journal or several pages in a book (fiction or nonfiction) that you enjoy. This will insure that the concept and vocabulary level remain similar. Graph the number of columns or pages read in a specified period of time. In this way you can see your rate increase over time.	62 73 84 97 110 112
Check your comprehension by questioning yourself on the material or by writing a short summary. Remember comprehension may drop slightly during your first attempts but will rise again. Don't get discouraged. Continue to practice reading in larger phrases and to focus on key words.	123 132 143 155 156
Find your reading speed. Take a page of material, figure the average number of words in 3-4 lines of print, multiply the average number of words on a line by the total number of lines on the page and you have the number of words on the page. With a watch that has a sweep second hand, find the number of minutes and seconds it takes you to read the entire page with understanding. Divide the total number of words read by your time and multiply by 60 seconds in a minute. For example if you read 440 words in one minute and 45 seconds (105 seconds), you read four words a second or 240 words per minute (4 X 60 Sec.).	168 181 197 212 226 237 251 264 276
Expand to more difficult materials in vocabulary, style and content. Follow the same procedure as above. You'll find your reading ability greatly improved through this process in 6-8 weeks. Reach the 300 words per minute level on easy material, and you'll be reading as well as the average reader. Continue reading at least a half an hour a day. You'll find your proficiency and enjoyment increasing and you'll be maintaining a skill that will bring you a lifetime of satisfaction.	286 297 308 321 334 344 354
Start again at the beginning if you finish in less than a minute. Add the number at the end of the line you're presently reading to the total. This is your WPM. On the back of this sheet write 4-5 key ideas you learned from this article.	367 381 395 401