Increasing Reading Efficiency:
Rate And Comprehension

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 increase 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/Anticipate
- Cluster/Read in phrases
- Use key words
- Register the idea
A Daily Improvement Program

Suggestions For Improving Reading Efficiency

Directions: Practice the reading speed techniques taught on the videotape 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. This is your WPM.

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.

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.

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.

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.

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 264
read four words a second or 240 words per minute (4 X 60 Sec.). 276

Expand to more difficult materials in vocabulary, style and content. 286
Follow the same procedure as above. You'll find your reading ability 297
greatly improved through this process in 6-8 weeks. Reach the 300 308
words per minute level on easy material, and you'll be reading as well 321
as the average reader. Continue reading at least a half an hour a 334
day. You'll find your proficiency and enjoyment increasing and you'll 344
be maintaining a skill that will bring you a lifetime of satisfaction. 354

Start again at the beginning if you finish in less than a minute. 367
Add the number at the end of the line you're presently reading to the 381
total. This is your WPM. On the back of this sheet write 4-5 key 395
ideas you learned from this article. 401

My WPM is ______.