Corporate Training Solutions Australia

Speed Reading

Overview:

Speed reading is not only about the speed of reading – but also comprehension. The saddest commentary by ordinary readers is the familiar "I can't seem to concentrate when I read" or "I can't remember anything I've just read". These all too common comments are caused directly by slow reading.

Once you learn to read by sight only, you will be able to read groups of words, whole ideas with each glance. It is remarkable that only in reading do we limit our eyes to a single symbol. You look at a painting or scene entirely, not left to right, not a section at a time.

People who read rapidly generally have better concentration and comprehension because their reading speed is keeping pace with their thinking speed!

Benefits of completing this course:

- Learning to read by sight will enable you to read groups of words, whole ideas with each glance.
- Develop better concentration and comprehension because the reading speed keeps pace with your thinking speed!

Audience:

Professionals, managers and supervisors who feel overwhelmed by high volumes of written information received in the work-place.
Specifically people who WANT and NEED to increase their reading speed.

Learning Outcomes:

- Increase reading speeds in technical and nontechnical reading by 200%-500%
- Improve concentration, comprehension, retention and recall skills
- Simple techniques to instantly double your reading rate without loss of comprehension or accuracy
- Four poor reading habits that hold back your reading rate and how to overcome them
- Seven steps to speed up your reading

Delivery:

Course duration:
1 day

Certificate:
Certificate of Attendance

Competencies:

Speed Reading

Topics covered ...

What you will learn

- Increate reading speeds in technical and non-technical reading by 200%-500%
- Concentration, comprehension, retention and recall skills
- Dynamics of Comprehension
- How to measure your current reading rate and comprehension
- Simple techniques to instantly double your reading rate without loss of comprehension and accuracy
- Four poor reading habits that hold back your reading rate and how to overcome them
- Seven steps to speed up your reading
- Fast input eye-brain exercises that boost your reading speed on the spot
- E-reading, adapting speed reading skills to reading on a computer
- Technique to filter out the non-essential and zoom in on the essential
- 6 ways to read vertically (for newspapers, magazines)
- How to model the sightlines and eye paths of natural speed readers
- How to remain a faster reader for life
- Emphasis on giving you a sound broad-based understanding of the essential components of perceptive reading with practical skills application.

How to Read

- Understanding your eyes
- Eye movements
- Speed of eye movement
- Scanning
- Skimming
- Fixation

Guiding your Eyes

- Hand and eye technique
- Seeing more
- Perception
- Central Focus
- Peripheral Vision
- Shultz Tables

7 Steps to Increasing your Reading Speed

- Overcoming reading problems
- - analysis, comprehension, vocabulary
- - back skipping and regression
- - improving concentration
- Previewing
- Reading on Computer Screens

What to do next

The emphasis of this course is focused on giving you a sound broad-based understanding of the essential components of perceptive reading with practical skills application. Your speed reading skills will continue to improve over time with continued practice. Therefore it is important that you continue exercises regularly:

- Fast input eye-brain exercises that boost your reading speed on the spot
- E-reading - adapt speed reading skills to reading on a computer screen
- Practice technique to filter out the non-essential and zoom in on the essential details
- Practice reading vertically (for newspapers, magazines)
- Model the sightlines and eye paths of natural speed readers
- How to remain a faster reader for life