

Skimming and scanning

❖ Skimming: -

Skimming refers back to the method of studying handiest number one mind within a passage to get an common impact of the content material of a analyzing Choice.

The manner to skim:

- Study the name.
- Read the advert or the number one paragraph.
- Read the primary sentence of every different paragraph.
- Read any headings and sub-headings.
- Word any snap shots, charts, or graphs.
- Observe any italicized or boldface terms or terms.
- Read the precis or last paragraph.

❖ Scanning

Scanning is a reading method for use even as you need to find precise facts quick. In scanning you have got a question for your thoughts and also you read a passage best to discover the solution, ignoring unrelated records.

The manner to test:

- Kingdom the particular statistics you are searching out.
- Try to assume how the solution will seem and what clues you'll in all likelihood use to help you find the solution. For instance, if you have been looking for a high-quality date, you'll rapid have a look at the paragraph looking best for numbers.
- Use headings and another aid that will help you perceive which sections may consist of the facts you're searching out.
- Selectively study and pass thru sections of the passage.