

# SKIMMING, SCANNING AND DETAILED READING

## About this resource

Teaching the different ways of reading a text helps a learner to **REDUCE** the anxiety they experience when they encounter a large piece of text. **ENABLE** them to navigate text more efficiently. **PLAN** their approach to analysing text.

It is important to teach the different approaches as a set, skimming and scanning are surface reading techniques but almost always learners will need closer reading techniques alongside.

<b>Skimming</b>	<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Look at entire article and note how long it is.</li><li>• Read the headings and sub headings, what do they tell you?</li><li>• Read the first paragraph carefully, what key points or information are you picking out?</li><li>• Read the special features, figures, bold or italics, quotations.</li><li>• Read the final paragraph, how does it sum up or conclude the article?</li><li>• Write or say out loud your summary, have you got the gist of the article?</li><li>• If you are skimming correctly you should, as you skim start to get the main idea. If not, closer reading is needed.</li></ul>	<p><b>When to use it</b></p> <p>When summarising. .....</p> <p>When the main facts are needed but little else. .....</p> <p>Before answering comprehension questions. .....</p>
<b>Scanning</b>	<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Based on the question, decide where the information should be roughly within the article.</li><li>• Know what you are looking for, what key words or vocabulary do you need to be looking out for?</li><li>• Find quotes and figures or dates.</li><li>• When you have found the information, read that section carefully so you can gain a wider understanding.</li></ul>	<p><b>When to use it</b></p> <p>Searching for something specific. .....</p> <p>Summarising or getting the gist. .....</p> <p>Finding quotes. .....</p> <p>Answering detailed comprehension questions. .....</p>
<b>Detailed Reading</b>	<p><b>How to do it</b></p> <ul style="list-style-type: none"><li>• Allow time for reading the article more than once which increases the likelihood the information will be retained.</li><li>• Encourage the use of highlighters and making notes on the text so that you can identify key information and make sense of it in your own mind.</li><li>• Have a sense of purpose before starting to read, how is this going to help me with my overall understanding of this topic or subject?</li></ul>	<p><b>When to use it</b></p> <p>Analysing a piece of text. .....</p> <p>Reading poetry. .....</p> <p>For both comprehension and inference questions. .....</p>

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# Skimming

## How to do it

- Look at entire article and note how long it is.
- Read the headings and sub headings, what do they tell you?
- Read the first paragraph carefully, what key points or information are you picking out?
- Read the special features, figures, bold or italics, quotations.
- Read the final paragraph, how does it sum up or conclude the article?
- Write or say out loud your summary, have you got the gist of the article?
- If you are skimming correctly you should, as you skim start to get the main idea. If not, closer reading is needed.

## When to use it

When summarising.  
.....

When the main facts are needed but little else.  
.....

Before answering comprehension questions.  
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# Scanning

## How to do it

- Based on the question, decide where the information should be roughly within the article.
- Know what you are looking for, what key words or vocabulary do you need to be looking out for?
- Find quotes and figures or dates.
- When you have found the information, read that section carefully so you can gain a wider understanding.

## When to use it

Searching for something specific.  
.....

Summarising or getting the gist.  
.....

Finding quotes.  
.....

Answering detailed comprehension questions.  
.....

# Detailed Reading

## How to do it

- Allow time for reading the article more than once which increases the likelihood the information will be retained.
- Encourage the use of highlighters and making notes on the text so that you can identify key information and make sense of it in your own mind.
- Have a sense of purpose before starting to read, how is this going to help me with my overall understanding of this topic or subject?

## When to use it

Analysing a piece of text.  
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Reading poetry.  
.....

For both comprehension and inference questions.  
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