

Speed Reading for Success

HOW TO FIND, ABSORB AND
RETAIN THE INFORMATION
YOU NEED FOR SUCCESS

Jane Smith



COMPACT
disc
DIGITAL AUDIO

Word
Smiths

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Introduction

Welcome to this speed reading audio course, which aims to help you learn how to read faster, and understand and recall what you have read. If you practise the skills that are described on this CD, you'll be surprised at what you can achieve. Many people have doubled, tripled, even quadrupled their reading speeds using these techniques. With a little training, you can too.

This course offers some steps you can take to read two or three times faster than your current speed. This means that you'll be able to get through much more material in the time available, and you'll become better-informed than ever.

But it's not just about knowing a great deal about a large number of subjects: reading faster will also help to expand the capacity of your mind. Your memory will improve, you'll be able to communicate better and you'll feel much more confident.



What's in this booklet

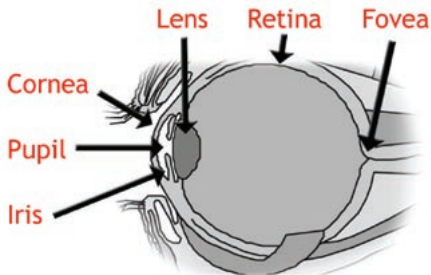
This booklet is designed to be used in conjunction with the audio CD. It contains:

- **A list of the tracks** on the CD and the exercises I'll be asking you to do in each track
- **A reading progress chart** that you can fill in for each of the timed exercises
- **Key lists and points** from each track
- **An action plan** that you can fill in once you have completed the course.

Tracks and exercises

Track	Exercises
1. Introduction	
2. Your starting point	1. Baseline reading performance
3. How the eyes work	2. Focused and peripheral vision
4. Techniques for reading faster	3. Practising the four techniques 4. Using a guide 5. Using a guide (2nd practice)
5. Let's talk about peripheral vision	6. Peripheral vision 7. Using the six techniques
6. The high-speed skim	8. High-speed skim
7. Stretching speed & comprehension	9. Power reading 10. After power reading 11. Rolling up your speed 12. Palming 13. Zooming 14. Expanding your peripheral vision
8. Styles of reading	15. Scanning 16. Skimming 17. Skittering
9. Storing & recalling information	
10. Seven tips for speed reading success	
11. Finally ...	18. How far have you come?

Track 3: The eye



Track 4: Techniques for reading faster

- Take in groups of words.
- Make shorter fixations.
- Keep moving forward.
- Keep your eye on the page.
- Use a guide.
- Use your peripheral vision.



Track 4: Using a guide

- Makes you move your eye forward and eliminates back skipping.
- Helps you to move your eyes along faster.
- Limits the number fixations you make.
- Encourages the eye to take in more words with each fixation.
- Experiment with different ways of using a guide.

Track 5: Let's talk about peripheral vision

- Your central area of vision extends both horizontally and vertically.
- You could therefore take in most of a line with a single glance.
- As you become faster you will be able to take in two or more lines with one fixation.
- You don't have to read every letter, every word or even every sentence!



Track 6: The high-speed skim

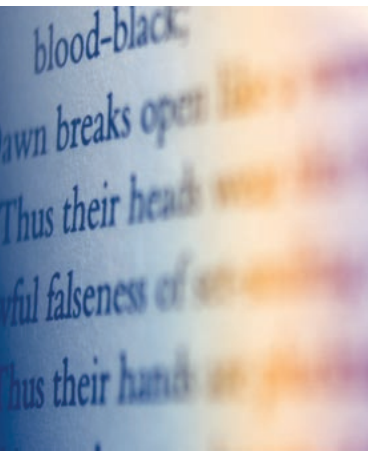
1. Give yourself a goal for reading the book.
2. Think about what you know about this subject or author.
3. Prepare bookmarks.
4. Browse through the book at a rate of about two seconds per page, using a pen or pencil to guide your eyes.
5. Make notes/Mind Maps/spider diagrams of the key concepts and ideas.



Track 7: Stretching speed & comprehension

Power reading

1. Read as fast as possible for one minute, using a pointer. Don't worry about comprehension.



2. Then slow down your speed and bring up your comprehension, reading at your 'normal' rate for one minute.
3. This time your comprehension should have been much better than the time before and your speed should have been slower. But you will have read much faster than your previous normal speed.

Rolling up your speed

1. First read for one minute and count how many lines you have read.
2. Then continue reading for another minute, rolling up two more lines than you did the first time.
3. In the next minute, read four lines more than you did before, then six, and so on.
4. As your concentration improves, read for longer periods. Stretch the one minute to two minutes, then four minutes, then six, and so on.



Track 8: Styles of reading

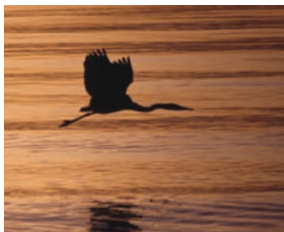
Scanning

1. Speed read the first paragraph of the article or chapter, using your guide in any way that seems comfortable.
2. Read the first sentence of each paragraph, again using your guide.
3. Scan the rest of the paragraph pulling your guide down the middle of the page or down the left or right hand margin.
4. If necessary, read the last sentence of each paragraph.



Skimming

1. Move your guide and your eyes smoothly down the text, softening your gaze to open up your visual field.
2. If something catches your attention, dip in. Speed read whole sentences, paragraphs or pages in more detail.
3. Then start skimming again till you find another nugget of information that's relevant for your purpose.



Skittering

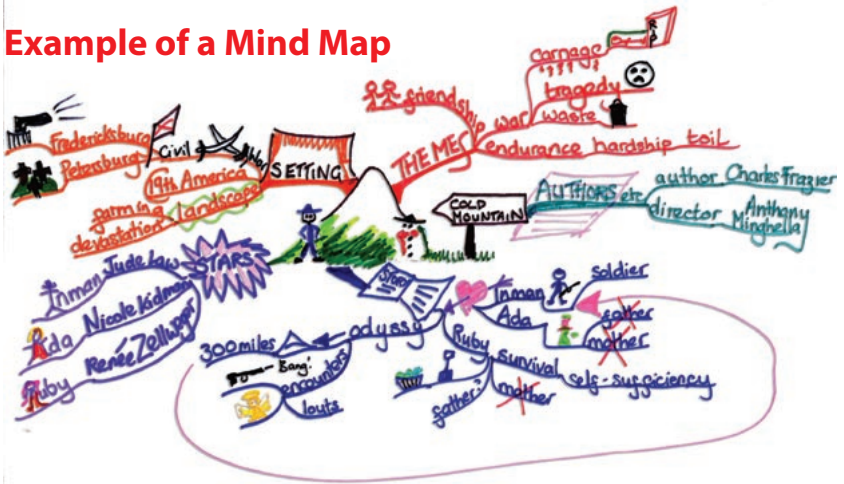
1. Speed read the first two or three paragraphs and the first sentence of the next paragraph.
2. Let your eyes skitter rapidly over the rest of the words in the paragraph, looking for relevant information. If the paragraph is quite long, read the last sentence.
3. Finally read the last two or three paragraphs of the document.



Track 9: Mind Maps™

- A powerful way of expressing and stimulating ideas which mirrors the thought patterns, pictures and associations that already exist in the brain.
- The principal thought or idea is drawn in the centre of a blank page, with major branches, representing connected themes, radiating out from the centre.
- Second and third levels of thought, expressed in terms of key words or images, are connected to the main branches with thinner lines.

Example of a Mind Map



Jane's Mind Map™ of the book & film Cold Mountain

Origins of Mind Mapping

Mind Maps™ were developed by Tony Buzan as a result of his research into psychology, memory and creative thinking. He realised that lengthy written notes can act as a barrier to learning: what was needed was a technique that mirrors the way that brain stores and retrieves information.

For more information about MM courses and publications, contact Jane at jane@word-smiths.co.uk.

Ten rules for Mind Mapping

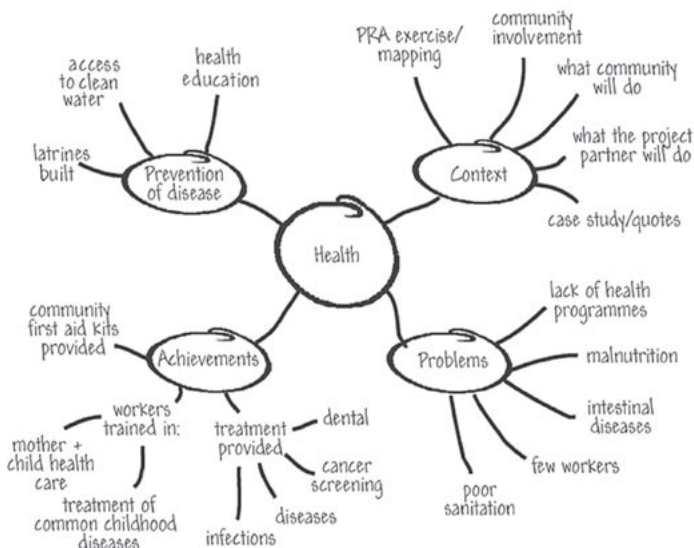
Following these ten rules will ensure that your Mind Maps are powerful tools for organising and stimulating your ideas.

1. Use a **landscape** orientation. This makes the Mind Map easier to look at, and you can fit more information on the page when the paper is in this position.
2. Start with a **coloured image in the centre**. This image is crucial to the success of the Mind Map because it represents the central idea or question that you are going to explore or answer.
3. Draw the **main themes of the Mind Map on thick branches radiating out from the central image**. If you are using words rather than pictures, print them along the branches.
4. Use **lines to link second and third levels** of pictures or words to the main branches. Each idea or image is further broken down into further levels which flow or radiate from the previous ones.
5. Wherever possible, **use images** – either instead of or as well as words – throughout your Mind Map. Images attract the eye, and stimulate the right brain and memory.
6. **Print key words**. For reading-back, a printed word is clearer, more legible and easier to remember than ordinary handwriting.
7. **Put the printed words or pictures on lines, each of which should be connected to other lines**. This will ensure that the Mind Map holds together and has a recognisable shape and structure.
8. **Put only one word on each line**. This gives each word more free 'hooks' and more flexibility for your note-taking.
9. **Curved, organic and attractive lines** will add to the pleasure of creating and reviewing the Mind Map.
10. Use **colours** throughout the Mind Map, because they enhance memory, delight the eye and stimulate the right brain processes.

Track 10: Spider diagrams

- Similar, but simpler, structure to Mind Maps.
- A core idea or concept is at the centre, to which second and third level 'bubbles' are linked.
- Quick, easy, intuitive form of note-taking.
- But, because images & colour are not used, spider diagrams don't stimulate creativity & right-brain functions in the same way as Mind Maps.

Example of a spider diagram



Spider diagram depicting the key points of an ActionAid report on health issues in a developing country

Track 10: Seven tips for speed reading success

1. *Believe in yourself* ✓
2. *Stay motivated* ✓
3. *Relax* ✓
4. *Plan* ✓
5. *Practice* ✓
6. *Boost up your speed* ✓
7. *Record your progress* ✓

About the presenter

Jane Smith has many years' experience of designing and running Speed Reading courses for universities and colleges, public sector organisations and companies of all sizes.

She also runs courses and workshops on **Mind Mapping, Memory Techniques, Effective Writing, Time Management and Management Skills**.

Jane is the author of several books on a wide range of management and personal development topics. Her book **Understanding Mind Maps in a Week** is published by Hodder and Stoughton on behalf of the Institute of Management.



Action Plan

Goal:

Week

Plan for daily training

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	WPM achieved

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The logo for Word Smiths, featuring the word 'Word' in a large, stylized, blue cursive font, and 'Smiths' in a smaller, blue, sans-serif font below it.

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